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Governor

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616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
540 VAN NESS AVENUE

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 9, 1942

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Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

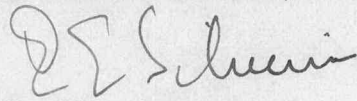
Enclosed is a mimeographed copy of the Commodity Stamp Distribution Manual, effective April 1, 1942, covering regulations of the Stamp Plan, Division of Commodity Distribution, State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By


E. E. Silveira
Administrative Assistant

360:337
Attach.
cc: MACHickering

STATE OF CALIFORNIA
STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

Miss Martha A. Chickering
Director

COMMODITY STAMP DISTRIBUTION MANUAL

Effective April 1, 1942

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FOREWORD

This Manual consists of three chapters. Chapter I deals with the organization of the Commodity Stamp Plan and the routing of correspondence. Chapter II covers policies of the Surplus Marketing Administration and the State Department of Social Welfare related to the Commodity Stamp Distribution Program, interpretations of such policies, and operating procedures. Consider as Chapter III the Fiscal Instructions bulletin issued March 3, 1942. Persons having copies of this shall insert it in the rear of their Manual. Persons not having a copy of the fiscal instructions should write to the Mimeograph Section at 616 K Street, Sacramento for a copy of such instructions to insert in the Manual.

All previous bulletins concerning the Commodity Stamp Plan are hereby cancelled. Previous instructions have been rewritten to conform with policies inaugurated by the State Department of Social Welfare to permit efficient and economical operations.

A decimal system is used in indexing this manual to provide flexibility and ease of reference. The prefix "1-" is used to designate Chapter I, "2-" to designate Chapter II, etc. Instructions are divided into sections which are numbered in units of one hundred. These sections are subdivided into major subject headings which are numbered in units of ten (i.e. 100 breaks down to 110, 120, 130 etc.) Minor subdivisions of major subject headings are indicated thus, 111, 112, 113, etc. Revisions and additions to this Manual will be designated by an asterisk and bracket (*) in a vertical position in the left-hand margin opposite the revised or added material.

E E Silveira
Administrative Assistant

GENERAL INFORMATION CONCERNING COMMODITY STAMP PLAN

The Commodity Stamp Plan is operated under the United States Department of Agriculture through the Surplus Marketing Administration. Its purpose is to broaden markets for farm products produced in excess of current consumption by increasing purchasing power of families receiving some form of public assistance.

The Food Stamp Plan began with an experiment in Rochester, New York, in May, 1939. Its expansion has been rapid. It is now operating in more than 350 areas, embracing more than one-half of the population of the United States. The Food Stamp Plan was first extended to some parts of California in February, 1940.

The Cotton Stamp Plan was extended by the Surplus Marketing Administration to some parts of Southern California and the lower San Joaquin Valley in 1940 and 1941.

The Surplus Marketing Administration has made careful and well-planned studies of the number of persons who need assistance to better their diets through a program like the Food Stamp Plan. These studies show that more than twenty million people could be benefited by such a program. However, limited Congressional appropriations compel restriction of participation to the most needy of these families. The practical way chosen to select the most needy has been to have local and state welfare agencies certify their cases for participation in the program. It always has been recognized that many non-relief families have incomes as low as or only slightly higher than the incomes of relief families, but the problem of how to reach these families is still unsolved.

The Surplus Marketing Administration is not a relief agency. Monies used for the redemption of blue food order stamps and brown cotton order stamps (free stamps) is appropriated by Congress for the control and removal of farm surpluses, and such monies may not be used for relief. All benefits of the Food and Cotton Stamp Plans accruing to eligible recipients must be IN ADDITION TO ANY PUBLIC ASSISTANCE RECEIVED AND NOT IN LIEU OF SUCH ASSISTANCE.

In order to assure increased consumption of food and cotton, it is necessary that eligibles participating continue their normal expenditures for these items in addition to purchases made with free stamps. This is accomplished by requiring participants, as a condition for receiving additional purchasing power in the form of blue surplus food order stamps and/or brown surplus cotton order stamps to purchase orange food order stamps and/or green cotton order stamps in an amount equal to their normal expenditures for food and cotton respectively.

Eligible participants can use orange food order stamps for the purchase of any food for internal human consumption in the home from any merchant qualified by the Surplus Marketing Administration. Eligible participants can use blue surplus food order stamps for purchasing from qualified merchants only those items currently declared by the Secretary of Agriculture as surplus and so listed in current bulletins. Merchants qualified to accept food order stamps receive copies of

bulletins which list commodities that may be purchased with blue stamps. These bulletins are required to be posted conspicuously in the merchants' places of business.

Both green cotton order stamps and brown surplus cotton order stamps may be used for the purchase of any commodity for human or household use made entirely of new cotton grown, processed, and manufactured in the United States or its possessions. In determining whether an article is made entirely of cotton, buttons, other fasteners, bindings, and trimmings are not considered.

The issuance of food and cotton order stamps in California is a responsibility of the State Department of Social Welfare. The State Social Welfare Board decides on all questions of organization and policy. Operations are under the jurisdiction of Martha A. Chickering, Director through E. E. Silveira, Administrative Assistant in charge of the Division of Commodity Distribution. All Commodity Stamp Plan personnel should be constantly aware that they are employees of the State Department of Social Welfare and that its Board and Director are responsible for their proper performance of their duties.

The State Department of Social Welfare, as the issuing agency, is financially responsible to the Surplus Marketing Administration for blue surplus food order stamps or brown surplus cotton order stamps issued voluntarily or involuntarily to persons not eligible or to eligibles in an amount not in accordance with those specified in this Manual.

The organization chart, Section 1-180, illustrates the administrative and operating structure established to execute commodity stamp distribution functions. Below are described the functions and responsibilities of positions depicted on the chart. The names of the persons now occupying such positions can be found on the mailing list in Section 1-250.

1-110 Administrative Assistant in Charge of Division of Commodity Distribution 1-110

The Administrative Assistant in charge of the Division of Commodity Distribution is the officer of the State Department of Social Welfare charged with the administration of both the Commodity Stamp Distribution and the Direct Distribution programs.

1-120 Supervisor of Commodity Stamp Distribution 1-120

The Supervisor of Commodity Stamp Distribution is the assistant to the Administrative Assistant, Division of Commodity Distribution, delegated to direct the operations of the Commodity Stamp Distribution program.

1-130 Area Supervisors 1-130

An Area Supervisor operates in his area under the direction of the Supervisor of Commodity Stamp Distribution. Under such supervision he has general responsibilities as follows:

- a. Supervising the activities of Supervising Cashiers assigned to his area.
- b. Keeping constantly aware of the operations of the Commodity Stamp Distribution program in his area and assisting in the coordination of that program with relief and welfare programs operating in his area by contacting representatives of such programs on matters other than routine operations. Insofar as possible, Area Supervisors should consult with the Division of Field Service of the State Department of Social Welfare prior to meeting with county agencies in order to keep that division informed.
- c. At the request of the Supervisor of Commodity Stamp Distribution, contacting city officials, chambers of commerce, businessmen's associations, and others to secure locations for Stamp Issuing offices and mobile units or to secure police protection or other services in the interest of the community.
- d. Performing other duties as directed by the Supervisor of Commodity Stamp Distribution and keeping him constantly informed of conditions in his area.

1-140 Supervising Cashier Clerks 1-140

- a. A Supervising Cashier Clerk is assigned to supervise operations of designated Stamp Issuing offices. A Supervising Cashier Clerk will operate under the direction of an Area Supervisor. If there is no Area Supervisor assigned over the

- district in which he operates, he will operate under the direction of the Supervisor of Commodity Stamp Distribution.
- b. A Supervising Cashier Clerk will make scheduled visits to all Stamp Issuing Offices in his district, will interpret procedure to administrative personnel of the Stamp Issuing Office and will review in detail all Stamp Issuing Office operations to determine that they are being carried on in accordance with published procedure.
 - c. A Supervising Cashier Clerk shall check and verify all irregularities and problems in the operation of Stamp Issuing Offices such as Cashiers' and Assistant Cashiers' over and short accounts, participants complaints, mail-order losses, etc. and will on such matters secure necessary statements and affidavits and make necessary reports to his Area Supervisor. Such reports shall be made to the Supervisor of Commodity Stamp Distribution until such time as Area Supervisors are appointed.
 - d. A Supervising Cashier will make community contacts at the request of the Area Supervisor. Such requests will be made by the Supervisor of Commodity Stamp Distribution until such time as Area Supervisors are appointed.
 - e. A Supervising Cashier Clerk will perform other duties as directed by the Area Supervisor or as directed by the Supervisor of Commodity Stamp Distribution until such time as Area Supervisors are appointed.

1-150 Senior Cashier Clerks 1-150

A Senior Cashier Clerk assigned to a Stamp Issuing Office is responsible for the proper operation of the Stamp Issuing Office to which he is assigned.

A Senior Cashier Clerk operates under the direction of a Supervising Cashier Clerk. His responsibilities in respect to the office to which he is assigned are:

- a. Custodianship of all stamp books and cash received from sale of stamp books.
- b. Supervision of duties performed by other administrative employees and by WPA employees.
- c. Actual selling of stamps in smaller offices and part-time selling in all offices.
- d. Custodianship of supplies, property and equipment.
- e. Transportation of stamp books and cash between bank and office, and mail containing remittances and stamp books between post office and office.
- f. Completion of reports required by the Surplus Marketing Administration and the State Department of Social Welfare.
- g. Performance of other duties outlined in this manual and as directed by the Supervising Cashier and the Supervisor of Commodity Stamp Distribution.

1-160 Assistant Cashier Clerks 1-160

An Assistant Cashier Clerk operates under the direction of a Senior Cashier Clerk in charge of a Stamp Issuing Office. His responsibilities are:

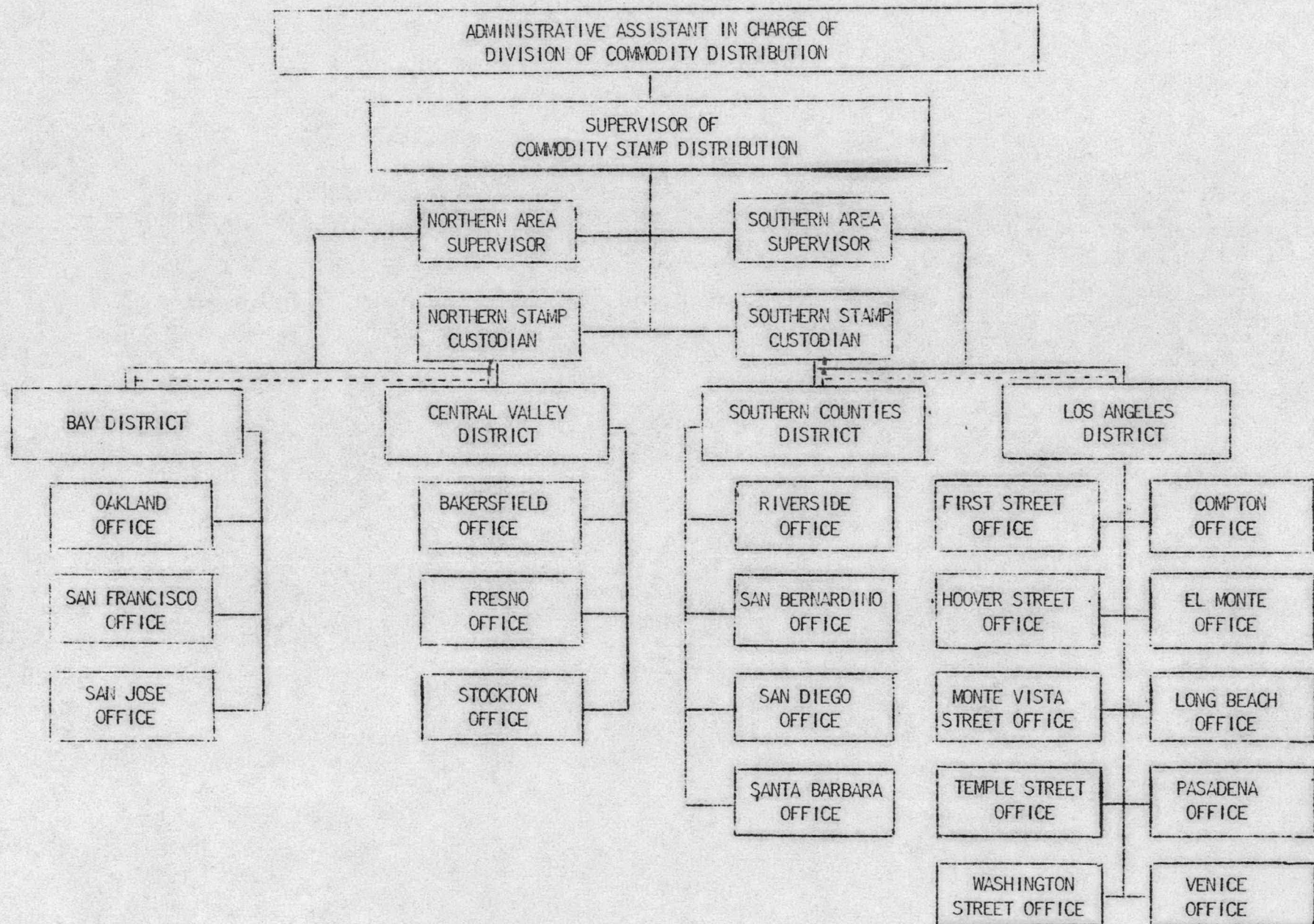
- a. Issuance of food and cotton stamp books to eligible participants by both the over-the-counter and mail-order methods.
- b. Accounting for stamp books issued to him for sale by the Senior Cashier Clerk and accounting for cash received from the sale of such stamp books.
- c. Performance of other duties as directed by the Senior Cashier Clerk in charge.

1-170 Stamp Custodian 1-170

A Senior Cashier Clerk assigned as a Stamp Custodian operates under the direct supervision of the Supervisor of Commodity Stamp Distribution. His responsibilities are:

- a. Procurement of food and cotton stamp books from the United States Treasury Department for distribution on requisition to Stamp Issuing Offices.
- b. Maintenance of records of disbursements from and deposits to Stamp Plan revolving funds under his custodianship.
- c. Completion of reports required by the Surplus Marketing Administration and the State Department of Social Welfare.
- d. Issuance of blue only food stamp books as requested to do so by the Surplus Marketing Administration.
- e. Performance of other duties as directed by the Supervisor of Commodity Stamp Distribution.

I-180 STATE DEPARTMENT OF SOCIAL WELFARE I-180
COMMODITY STAMP DISTRIBUTION
ORGANIZATION CHART



NORTHERN AREA

Bakersfield
Stamp Issuing OfficeInyo
Kern
Kings
MonoFresno
Stamp Issuing OfficeFresno
Madera
TulareOakland
Stamp Issuing OfficeAlameda
Contra CostaSan Francisco
Stamp Issuing OfficeSan Francisco
San MateoSan Jose
Stamp Issuing OfficeSanta Clara
Santa CruzStockton
Stamp Issuing OfficeAlpine
Calaveras
Mariposa
Merced
San Joaquin
Stanislaus
Tuolumne

SOUTHERN AREA

Stamp Issuing Offices
in Los Angeles County

Los Angeles

Riverside
Stamp Issuing OfficeOrange
RiversideSan Bernardino
Stamp Issuing Office

San Bernardino

San Diego
Stamp Issuing OfficesImperial
San DiegoSanta Barbara
Stamp Issuing OfficeSan Luis Obispo
Santa Barbara
Ventura

1-200 CORRESPONDENCE 1-200

These instructions are issued to assist operations by maintaining an even flow of correspondence between the various units involved in the Commodity Stamp Distribution program. Instructions contained herein are consistent with lines of authority outlined under Section 1-100 through 1-190 and cover usual types of correspondence. If types of correspondence arise which are not covered by these instructions, they should be directed in a manner consistent with lines of authority established.

- a. Intra-departmental Correspondence. Extenuating circumstances may arise making desirable the routing of intra-departmental correspondence in a manner different from that prescribed below. However, insofar as possible, the following instructions should be closely adhered to in regard to such correspondence:
- (1) Correspondence will be addressed directly to the person in charge of the office to which it is sent. For example, correspondence with the Supervisor of Commodity Stamp Distribution will be addressed directly to him and not to the Administrative Assistant, Division of Commodity Distribution -- Attention: Supervisor Commodity Stamp Distribution.
 - (2) An Area Supervisor will correspond with the Supervisor of Commodity Stamp Distribution on operating problems of Stamp Issuing Offices in his area.
 - (3) A Supervising Cashier Clerk will correspond with his Area Supervisor on operating problems of Stamp Issuing Offices in his district.
 - (4) A Senior Cashier Clerk in charge of a Stamp Issuing Office will correspond with his Supervising Cashier Clerk on operating problems of his office.
- b. Correspondence with other agencies and with participants.
- (1) Correspondence with other agencies and with participants which relates to current operations and neither requests a new interpretation of policy nor involves new policy should be answered by the Stamp Issuing Office receiving the same. If such correspondence is received by an Area Supervisor or Supervising Cashier Clerk, he should answer it if possible and otherwise forward it for reply to the Stamp Issuing Office Concerned.
 - (2) Correspondence with other agencies and with participants which involves a new policy or a new interpretation of existing policy should be acknowledged as received by the Supervising Cashier Clerk, Area Supervisor, or Stamp Issuing Office receiving it and then referred together with pertinent comments immediately and directly to the Supervisor of Commodity Stamp Distribution.
 - (3) Further, Area Supervisors, Supervising Cashier Clerks, or Senior Cashier Clerks in charge of Stamp Issuing Offices will in no case correspond directly with Surplus Marketing Administration except as expressly provided elsewhere in this Manual, in regard to transmittal of reports, damaged stamps, requests for refund, etc.

1-220 Routing of Copies 1-220

- a. One copy of correspondence, intra-departmental or otherwise, prepared by an Area Supervisor, Supervising Cashier Clerk, Senior Cashier Clerk, or others, should be forwarded daily by the office preparing such correspondence to the Supervisor of Commodity Stamp Distribution.
- b. One copy of all correspondence sent by a Stamp Issuing Office to other agencies or participants should be forwarded daily to the Supervising Cashier Clerk in charge of the district.

1-230 Stationery 1-230

- a. State Department of Social Welfare letterheads shall be used for communications other than intra-departmental correspondence.
- b. State Department of Social Welfare office memorandum paper shall be used for intra-departmental correspondence.

1-240 Signatures 1-240

- a. Intra-departmental correspondence should be sent under the signature of the employee in charge of the office or unit which originates the correspondence.

Persons signing for the person in charge should affix their initials after his name.

- b. Correspondence with outside agencies or persons should be signed as follows:

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

Supervisor of Commodity Stamp Distribution,
Area Supervisor, Supervising Cashier Clerk,
or Senior Cashier Clerk.
Commodity Stamp Distribution

Persons signing for the Supervisor of Commodity Stamp Distribution, Area Supervisor, Supervising Cashier Clerk, or Senior Cashier Clerk should affix their initials after his name.

The following lists show mailing addresses of the Administrative Assistant, Division of Commodity Distribution; the Supervisor of Commodity Stamp Distribution; Supervising Cashier Clerks; Senior Cashier Clerks in charge of Stamp Issuing Offices; and persons in charge of other units. Changes will be made in the mailing list, as necessary, by a series of amendments to this section of the Manual. Such amendments will be numbered consecutively for control purposes and persons who do not receive them in numerical order should write the Supervisor of Commodity Stamp Distribution for missing copies in order to keep their lists current.

LIST OF ADDRESSES

E. E. Silveira
Administrative Assistant
616 K Street
Sacramento

W. J. Nolan
Supervising Cashier Clerk
311 South Spring Street, Room 1208
Los Angeles

F. A. Hitchcock
Supervisor Commodity Stamp
Distribution
311 So. Spring Street, Room 1208
Los Angeles

Bertha L. Karstensen
Northern Stamp Custodian
200 Van Ness Avenue
San Francisco

D. D. Holley
Supervising Cashier Clerk
2109 Inyo Street
Fresno

F. J. Shipley
Southern Stamp Custodian
2210 West Temple Street
Los Angeles

R. L. De La Mare
Supervising Cashier Clerk
3756 Orange Street
Riverside

Lloyd R. Puryear
L.A. County Master Files Unit
2210 West Temple St.
Los Angeles

N. D. Hopton
Supervising Cashier Clerk
200 Van Ness Avenue
San Francisco

H. A. Bindman
L.A. County Statistical Unit
2210 West Temple Street
Los Angeles

Stamp Issuing Offices
Southern Area

E. R. Stone
Senior Cashier Clerk
201 N. Tamarine St.
Compton

Clarence Gossum
Senior Cashier Clerk
121 S. Granada St.
El Monte

H. C. Bliss
Senior Cashier Clerk
2925 E. First St.
Los Angeles

Sidney Bleifeld
Senior Cashier Clerk
8403 S. Hoover St.
Los Angeles

Mildred Thompson
Senior Cashier Clerk
5420 Monte Vista St.
Los Angeles

W. L. Sullivan
Senior Cashier Clerk
139 W. Washington Blvd.
Los Angeles

O. H. Foster
Senior Cashier Clerk
72 N. Fair Oaks Ave.
Pasadena

W. E. Wilkinson
Senior Cashier Clerk
477 W. Third St.
San Bernardino

James Lennon
Senior Cashier Clerk
701 Anacapa St.
Santa Barbara

E. C. Washer
Senior Cashier Clerk
2210 W. Temple St.
Los Angeles

Louis Bierman
Senior Cashier Clerk
110 E. Anaheim Blvd.
Long Beach

W. E. Wilkinson
Senior Cashier Clerk
3756 Orange St.
Riverside

L. P. Olson
Senior Cashier Clerk
2475 Imperial Ave.
San Diego

Mitchel Cadish
Senior Cashier Clerk
64 Market St.
Venice

Northern Area

J. G. Noriega
Senior Cashier Clerk
605 Sumner St.
Bakersfield

Donald Crumpacker
Senior Cashier Clerk
685 Ninth St.
Oakland

Kenneth Stewart
Senior Cashier Clerk
323 N. First St.
San Jose

L. E. Davis
Senior Cashier Clerk
2109 Inyo St.
Fresno

E. R. Cook
Senior Cashier Clerk
200 Van Ness Ave.
San Francisco

H. W. Moore
Senior Cashier Clerk
904 E. Main St.
Stockton

2-100 CERTIFICATION 2-100

2-110 Policy 2-110

The Surplus Marketing Administration establishes all eligibility requirements for certification of households to participation in the Stamp Plan and has the sole responsibility of interpreting such requirements to all certifying agencies.

2-120 Certifying Agencies 2-120

Designated as certifying agencies by the Surplus Marketing Administration, and bearing the full responsibility for determining and certifying as to the eligibility of households to participate in the Stamp Plan in accordance with the requirements established by the Surplus Marketing Administration, are the:

2-121 County Welfare Departments 2-121

County Welfare Departments are authorized to certify eligible households which are receiving, or which are in need of, some form of public assistance. This includes recipients of such assistance as Old Age Assistance, (Aid to Needy Aged), Aid to Dependent Children (Aid to Needy Children), Aid to the Blind (Aid to Needy Blind), General Assistance and persons certified by the County Welfare Department to the WPA for work. Private welfare agencies are not designated as certifying agencies. County Welfare Departments, however, may certify households receiving assistance from private welfare agencies, applying the same requirements to determine eligibility as are established by the Surplus Marketing Administration for determining eligibility of public assistance households.

2-122 Work Projects Administration 2-122

The Work Projects Administration is authorized to certify to the Stamp Plan eligible households containing a person working on a WPA project. The WPA will also notify stamp issuing offices of changes in the eligibility of cases awaiting assignment to WPA and certified to the Stamp Plan by a County Welfare Department.

2-123 Farm Security Administration 2-123

The Farm Security Administration is authorized to certify eligible households which receive standard loan subsistence grants or receive or are in need of migratory subsistence grants.

The Surplus Marketing Administration requires each certifying agency appoint one or more representatives to execute all necessary documents relative to the certification of households as eligible to participate in the Stamp Plan. Signature Card, SMA 466, is provided for this purpose by the Surplus Marketing Administration and is required in duplicate for each representative so appointed by the certifying agency. One signature card for each representative is to be filed in alphabetic order in the Stamp Issuing Office receiving certifications from the representative involved. The other signature card for each representative is to be held by the Stamp Issuing Office for delivery to the Audit Representative of the Surplus Marketing Administration at the time of next appearance at the Stamp Issuing Office. All documents received from a certifying agency relating to certification must be signed by a representative of that agency for whom the Stamp Issuing Office has on file a Signature Card. Certifications which are unsigned or signed by other than a properly authorized representative of the certifying agency shall not be accepted.

2-140 Information Required on Certification Documents 2-140

The Surplus Marketing Administration requires that each agency furnish certain specific information when certifying households as eligible to participate in the Stamp Plan. The following is the information required on each certification:

2-141 Original Certifications by County Welfare Departments 2-141

These certifications must contain:

- a. Name of individual who acts as normal head of household.
- b. Welfare department case number.
- c. Complete residence address of household.
- d. Complete mailing address if it differs from residence address.
- e. Total number of persons in household.
- f. Total monthly income of household and source of income.
- g. Net monthly value of free rent (if no rent is paid) or budgetary allowance which would normally be made for rent if free rent were not available.
- h. Estimated average monthly value of food produced and consumed by household.
- i. Following certification statement:

"This is to certify that the above named household is eligible to participate in the _____ Stamp Plan."

(Enter in the blank space either "Food and Cotton", "Food" or "Cotton".)

- j. Signature of an authorized representative of the certifying agency.
- k. Name of the certifying agency.
- l. Date certification is effective.

Items "g" and "h" will be completed only if the certifying agency determines that these provisions affect the household being certified.

2-142 Original Certifications by the Work Projects Administration
 of Workers Assigned to WPA Projects. 2-142

These certifications must contain:

- a. Name of individual who acts as normal head of household.
- b. WPA identification number.
- c. Complete residence address of household.
- d. Complete mailing address, if it differs from residence address.
- e. Total number of persons in household.
- f. Total monthly income of household and source of income.
- g. Verification of WPA wage scale by WPA Division of Finance stamp.
- h. Signature of WPA worker in space provided following certification statement:

"This is to certify that the above information is true, and that most meals are prepared and eaten in the home."

- i. Date on which worker signed certification.

2-143 Original Certifications by the County Welfare Department
of Workers Available for Assignment to WPA Projects 2-143

These certifications must contain:

- a. Name of individual who acts as normal head of household.
- b. County Welfare Department case number
- c. Complete residence address of household and mailing address if different.
- d. Total number of persons in household.
- e. Total income of each member of the family group and source of such income.
- f. Date certification is prepared.

County Welfare Departments will certify for participation in the Food and Cotton Stamp Plan, all applicants whom they refer to WPA for work assignments. This will be accomplished at time referral is made to WPA and applies to both new and re-opened WPA cases. County Welfare Departments will complete only the original certification.

The WPA will keep Stamp Issuing Offices advised of continued eligibility of persons awaiting assignment as well as those assigned to WPA projects.

Receipt of a notification from the County welfare Department giving information as outlined above is not in itself a valid certification. Upon receipt of this information, the Stamp Issuing Office shall initiate a self-certification form and route it to the head of the household. When the self-certification form is returned, properly completed and signed by the head of the household, certification for participation in the Stamp Plan is complete.

2-144 Original Certifications by the Farm Security Administration of Standard Loan Subsistence Grant Households. 2-144

These certifications must be made on Food Stamp Purchase Authorization, FSA IX RP 307 (10-15-41) and must contain:

- a. Address of Stamp Issuing Office to which issued.
- b. Address of FSA Grant Office at which issued.
- c. Name of individual who acts as head of household.
- d. Number of Identification Card, FSC 463 b, assigned the eligible by the FSA.
- e. Complete mailing address of the eligible.
- f. Total number of persons in the household.
- g. Amount of orange food stamps which may be issued.
- h. Effective dates of validity of the certification.
- i. Signature of person named as the head of the household.
- j. Signature of the FSA Grant Supervisor in charge.

2-145 Original Certifications by the Farm Security Administration of Migratory Grant Households.. 2-145

These certifications must contain all the information required under Section 2-144 above.

2-150 Length of Time Original Certifications are Effective 2-150

Due to the different types of case work performed by the various certifying agencies, the Surplus Marketing Administration has established time limits on certifications of the various groups as follows:

2-151 Original Certifications by County Welfare Departments by
 Public Assistance Cases 2-151

Original certifications by County Welfare Departments which show any part of the total monthly income of a household as being received in the form of a public assistance grant, i.e; Old Age Assistance, Aid to Blind, Aid to Dependent Children, or General Assistance have no time limit placed on them. Such certifications remain in effect so long as no subsequent information is received from the County Welfare Department which would change or cancel the eligibility of the case.

2-152 Original Certifications by County Welfare Departments
 of Non-assistance Cases 2-152

Original certifications by County Welfare Departments which show that no part of the total monthly income of a household is received in the form of a public assistance grant of one of the types listed under Section 2-152, have a three month time limit placed on them so long as no subsequent information is received from the County Welfare Department which would change or cancel the eligibility of the case. This time limit shall be computed by counting the month in which the certification is received by the Stamp Issuing Office as a full month and adding the next two subsequent calendar months.

2-153 Original Certifications by the County Welfare Department
 of Workers Available for Assignment to, but not Actually
 Working on WPA Projects. 2-153

Original certifications of workers available for assignment to WPA projects but not working on such projects have a time limit placed on them. Certification periods for such cases are on a "three month" basis. The three month periods end on January 31, April 30, July 31, and October 31. All certifications executed by the County Welfare Department during the first 2½ months of any three months' period automatically expire as of the end of that period. Certifications executed after the 15th day of the third month expire as of the end of the next three months' period.

Stamp Issuing Offices serving counties in the jurisdiction of the Southern California WPA will receive E-70's on cases certified prior to the first of the third month which the WPA will keep in its pending assignment file. On such cases the Stamp Issuing Office shall forward to the person awaiting assignment a self-certification form, SMA-2-CAL, WPA Available, and shall extend the eligibility of the case to the end of the next three month period if the returned self-certification form shows the case eligible. The Stamp Issuing Office shall forward a SMA-2-CAL, WPA Available on all cases certified by the County Welfare

Department during the first 15 days of the third month and shall extend the eligibility of the case to the end of the next three month period if the returned self-certification form shows that case is eligible.

Stamp Issuing Offices serving counties in the jurisdiction of the Northern California WPA will forward to the WPA prior to the 17th day of January, April, July and October, a list of all cases certified to it by the County Welfare Department prior to the 16th day of the third month as awaiting assignment to WPA. The WPA will notify the Stamp Issuing Office of cases it will keep in its pending assignment file. On such cases the Stamp Issuing Office shall forward to the person awaiting assignment a SMA-2-CAL. WPA Available and shall extend the eligibility of the case to the end of the next three month period if the returned self-certification form shows the case eligible.

Cases on which eligibility is not extended shall be removed from the active file and placed in the inactive file as of the expiration date of the certification.

2-154 Original Certifications by the Work Projects Administration of Workers Assigned to WPA Projects 2-154

Original certifications by the Work Projects Administration of workers assigned to WPA projects have no time limit placed on them. Such certifications remain in effect so long as no subsequent information is received from the Work Projects Administration which would change or cancel the eligibility of the case.

2-155 Original Certifications by the Farm Security Administration of Standard Loan Subsistence Grant Households. 2-155

Original certifications by the Farm Security Administration of standard loan subsistence grant households have a three month time limit placed on them provided, however, that this time limit may be less than three months if so shown on the original certification or if subsequent information is received from the Farm Security Administration which would change or cancel the eligibility of the case. The three month time limit shall be computed by counting the month in which the certification is received as a full month and adding the next two subsequent calendar months.

2-156 Original Certifications by the Farm Security Administration of Migratory Grant Households 2-156

Original certification by the Farm Security Administration of migratory grant households on Food Stamp Purchase Authorization, FSA IX RP 307 (10-15-41) are effective only for the month specified on that form by the Farm Security Administration.

2-160 Cancellation of Eligibility 2-160

The following procedure shall be used to determine the date of cancellation for all types of assistance after receipt from the certifying agency of a stop-notice or other document indicating that eligibility should be canceled.

This procedure applies to continuous certifications only. The cancellation date of temporary certifications (as 90-day certifications) is established by the certification and recorded on the Office Record Card.

When a stop-notice or other document indicating eligibility should be cancelled is received from a certifying agency prior to the 16th of the month, cancellation of eligibility shall be effective on the last day of the same month.

When the cancellation document is received after the 15th of the month, cancellation of eligibility shall be effective on the 15th day of the following month.

Examples:

Should a cancellation document be received on March 15th, cancellation of this case would be effective on March 31st.

Should a cancellation document be received on March 16th, cancellation would be effective on April 15th.

All cancellation documents must be date stamped on the day they are received.

The following records and files must be completed for an eligible household before stamps may be issued to it:

- a. The certification document must be filed in a certification document folder and the participant must have been notified that he has been certified as eligible.
- b. An Office Record Card must be prepared for each certified household, and filed by SMA identification number.
- c. An Identification Card must be prepared for each certified household and mailed to the certified member of the household.
- d. A Master File Card must be prepared for each eligible household. (Applicable to Los Angeles County only.)

In addition to the above files and documents which must be completed before issuance of stamps, it is desirable that an eligible sign a Certification of Use, SMA-USE-1 and that it be filed in the certification document folder prior to the first sale. This document must be completed prior to the third sale.

- a. The Office Record Card, SMA 465, is the joint property of the Surplus Marketing Administration and the State Department of Social Welfare and is the document on which all transactions pertaining to an eligible participant are recorded. The importance of prompt, correct, and uniform recording on Office Record Cards cannot be overemphasized.
- b. In order that there may be uniformity in recording, all Stamp Issuing Offices shall use the following procedure which provides for all entries that need be made and the manner in which entries shall be recorded.
- c. The Office Record Card is divided into three sections:
 - (1) The heading, which is the space at the top of the face of the card.
 - (2) The verification section, which is the space through the middle of the face of the card where provision is made for verification entries.
 - (3) The record section, which is space at bottom of face and on the reverse of card where provision is made for recording purchases, status changes, etc.
- d. Entries in the heading of the card must be kept current. When documents are received from certifying agencies which necessitate changes in heading entries, the existing entries shall be erased and replaced by entries reflecting the new information.
- e. Instructions in Section 2-211 indicate which entries may be made in pencil to facilitate erasure. No erasures may be made in the body of the card. An entry once made in the body of the card is a permanent record and must not be erased for any reason. If an entry is made in error, it shall be corrected by drawing one line through the middle of the erroneous entry. The correct information shall then be entered in the next available space.

2-211 Heading 2-211

Procedure for recording the heading is as follows:

- a. Name. Enter the name of the family member designated on the certification document as head of the family. Enter last name, first name, then second given name or initial; for example -- Jones, Charles A.
- b. Residence address. Enter the complete residence address of certified eligible. The line below the residence address headed "Changed to" shall be used only in case of change in residence address.
- c. Mail Address. Enter mailing address if the mailing address differs from the residence address. If it does not differ, leave this line blank. The line below headed "Changed to" shall be used only for changed in mailing address.
- d. SMA Number. Enter the SMA number assigned to the case.
- e. Cancellation date. Enter the date upon which cancellation of eligibility will be effective. This date represents the date upon which the card is to be withdrawn from the active file and placed in the dead file. The cancellation date should always be carefully distinguished from the date upon which a cancellation

notice is received from the certifying agency. A cancellation date may appear on the card when it is originally set up, as in those cases which automatically expire after a given length of time (private agency and other non-assistance cases), or when an effective cancellation date is stated in the certification document. Otherwise, the effective cancellation date shall be posted to the heading of the card when a cancellation notice is received from the certifying agency. The cancellation date in the heading of the card should be written in pencil in order that it may be erased if and when a recertification of the case is received. The cancellation date should be erased when a new certification is received on the case and should be replaced with a new cancellation date immediately in those cases which automatically expire at the end of a given period of time after receipt of the certification or in those cases in which an effective cancellation date is given in the new certification document.

- f. Family Size. Enter the family size in pencil in order that it may be erased readily and changed in case of a change in family size.
- g. Agency Case Number and Code. Enter the agency case number directly under the word "agency" in this space. At the extreme right-hand side of the line, sufficiently removed from the case number that it will not be confused with the case number, enter the code designation of the certifying agency, as follows:

All certifying and referral agencies from whom certifications are received by the issuing office will be designated by a code letter. The County Welfare Department will be designated by the letter "W"; issuing offices serving more than one county should use the letters "W", "X", "Y", and "Z". Persons certified by the Surplus Marketing Administration on self-certification forms will be designated by the certifying agency code "S". All private agencies designated by the Welfare Department to act as referral agencies shall be given code designations 1, 2, 3, 4, etc., which will be appended to the letters W, X, Y, or Z. Thus, certifications in county W by Private Agency 1 will be coded "W-1", by Private Agency 2 will be coded "W-2", etc.

- h. Type Case. Enter the category of the case as shown in the certification document. In determining the categorical classification of family groups receiving more than one type of assistance, the entire family group shall be classified under the category which appears highest in the following list: (1)

WPA: Work Projects Administration
GA: General Assistance (IR, GR, etc.)
ADC: Aid to Dependent Children
OAA: Old Age Assistance
ATB: Aid to Blind
NYA: National Youth Administration
CCC: Civilian Conservation Corps
FSA: Farm Security Administration
NA: Non-Assistance.

Thus, a case classified as WPA might consist of any other or all other categories in addition to WPA; a GA case might consist of any or all other categories in addition to GA except WPA or ADC might consist of any or all other categories in addition to ADC except WPA and GA; etc.

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- (1) In Los Angeles county Indigent Aid (GR) persons in cases containing more than one category shall be considered a separate case in so far as the Cotton Stamp Plan is concerned and a separate Office Record Card for cotton stamps shall be made for the Indigent Aid case.

No other categories may appear on the card under "Type Case" than those given in the above list. All types of assistance which do not appear on the above list are NA, non-assistance, and should be entered on the card and reported as such. The "Type Case" should be entered in pencil in order that it may be changed readily.

- i. Income Code. Enter the code designation for the income bracket in which the case falls. The Income Code should be entered in pencil in order that it may be changed readily.
- j. Monthly Minimum and Maximum. In these columns shall be entered the monthly minimum and maximum purchase requirements. Do not erase these monthly figures on the Office Record Card. If the monthly minimum and maximum purchase requirements change (because of change in family size, category, or income information) draw one line through the original figures and enter the new minimum and maximum figures directly under the original figures in the space provided. In those counties where the basis of issuance is uniformly one blue to two orange stamps, no figures should be entered in the column under the caption "Blue". In Los Angeles County the cotton stamp ratio must be shown on all Office Record Cards for general relief cases. On all cases certified and authorized for semi-monthly participation, the entry "CERTIFIED FOR SEMI-MONTHLY PURCHASES" must be made at the bottom of the space provided for entries of monthly minimum and maximum issuance.

2-212 Verification 2-212

The verification section of the Office Record Card provides for the following:

- a. Signature of Purchaser or Agent. The signature of the purchaser or his agent should be secured on each Office Record Card at the time of the first over-the-counter sale. The signature of an agent on this line must be, in every case, an indication that the Stamp Issuing Office has on file in the purchaser's certification document folder a properly executed authorization of agent form. Signatures on this line, of purchaser or agent, are not necessary on cases which always participate by mail order.
- b. Certification verified by. Before a sale is made upon any Office Record Card, the signature of an administrative employee of the Stamp Issuing Office (or in Los Angeles County, of the Master File Unit) must appear on this line. A signature on this line indicates that the person signing has personally verified that a properly executed certification document is on file in the certification document folder of the case.
- c. Certification of Use Filed by. Before the third sale is made upon any Office Record Card, the signature of an administrative employee of the Stamp Issuing Office should appear on this line to signify that a Certification of Use, SMA-USE-1, has been signed by the purchaser and is on file in the certification document folder of the case.

2-213 Records 2-213

The body of the Office Record Card is reserved for permanent record of the case. It begins on the face and is continued on the back of the card. It is divided in two columns, the date column for the date

of posting and the records column for the entry. All entries which establish the status of the case or indicate a change in the status must be supported by a certification document or change notice from the certifying agency in the purchaser's certification document folder.

The following are types of entries which shall be made in the body of the card:

- a. Original Entry. There shall appear on every Office Record Card an original entry showing the status of the case at the time the card is established. This entry shall consist of the following:

- (1) The date posted.
- (2) The effective date of certification.
- (3) The category of the case.
- (4) The income code in parentheses.
- (5) The number in the family.

This information shall be entered upon one line as follows:

Date	Records
12-15-41	1-1-42 INC (E) 7

- b. Change in Family Size. When a change notice is received from the certifying agency indicating a change in family size and certifying that the case remains eligible to participate in the Stamp Plan, an entry shall be made in the next available space in the body of the Office Record Card, giving in the date column, the date of the receipt in the Stamp Issuing Office of the change notice. In the records column an entry shall be made indicating that the family size has been changed. This shall be abbreviated as follows:

Date	Records
12-15-41	FS - 7 to 6

The old family size in the heading of the card shall then be erased and the new family size entered. The change notice shall then be filed in the purchaser's certification document folder.

- c. Change in Income. Upon receipt of a change notice from the certifying agency indicating a change in the income of the family sufficient to change it from one income bracket to another and certifying that the purchaser remains eligible to participate in the Stamp Plan, an entry shall be made in the next available space in the body of the Office Record Card indicating that the income category has been changed. This entry shall be abbreviated as follows:

Date	Records
12-15-41	Inc. E. to D.

The old income code in the heading of the card shall then be erased and the new income code entered. The change notice shall then be filed in the purchaser's certification document folder.

- d. Change in Category. Upon receipt of a change notice from the certifying agency indicating that the type of assistance of a case has been changed and certifying that the purchaser remains

eligible to participate in the Stamp Plan, an entry shall be made in the next available space in the body of the Office Record Card, showing that the category of the case has been changed. This entry shall be abbreviated as follows:

Date	Records
<u>12-15-41</u>	<u>Cat. ANC to GR</u>

The old category of the case in the heading of the card shall then be erased and the new category entered. The change notice shall then be filed in the purchaser's certification document folder.

- e. Change of Address. Upon receipt of a change notice from the certifying agency indicating that the address of the purchaser has been changed and certifying that the purchaser remains eligible to participate in the Stamp Plan, an entry shall be made in the next available space in the body of the Office Record Card indicating that the address has been changed. This entry shall merely state "Address Changed" and need not attempt to show the old and the new addresses. It should be entered thus:

Date	Records
<u>12-15-41</u>	<u>Address Changed</u>

The new address shall then be entered in the heading of the card on the line "Changed To", below the Residence Address; and also on the line "Changed to" below the Mail Address if the mail address differs from the Residence Address. A line shall be drawn through the former address. The change notice shall then be filed in the purchaser's certification document folder.

- f. Cancellation. Upon receipt of a cancellation notice from the certifying agency or a WPA 403 stop notice indicating that the purchaser is no longer eligible to participate in the Stamp Plan, an entry shall be made in the body of the Office Record Card showing in the date column the date upon which the notice was received and in the records column the word "Cancelled" and the effective date of cancellation. For example:

Date	Records
<u>12-15-41</u>	<u>Cancelled 12-31-41</u>

The effective date of cancellation will be the last day of the month if cancellation documents are received prior to the 16th day of the month. If cancellation documents are received after the 15th day of the month, the effective date of cancellation will be the 15th day of the following month.

Thus, should a cancellation document be received on the 23rd of April the participant if certified as a monthly purchaser could purchase his full monthly maximum for May during the first 15 days in May but would not be permitted to purchase one-half of this monthly minimum. A participant certified to purchase semi-monthly would be permitted to purchase one-half of his monthly minimum or maximum but would not be permitted to purchase his full monthly minimum or maximum.

The effective cancellation date also shall be entered in the space for "Cancellation Date" in the heading of the card. The

cancellation notice shall then be filed in the purchaser's certification document folder.

- g. Recertification. Upon receipt of a new certification document which reactivates a case either before or after cancellation has become effective, an "original entry" as described in Paragraph a. above shall be made in the next available space in the body of the card, and the proper changes, if any, shall be made in the heading of the card.
- h. Sales. When a sale is made on the card, an entry shall be made in the next available space in the body of the card, showing in the date column the date of issuance, and in the record column the amount of the issuance in dollars, the prefix designation of each stamp book issued, and the initials of the person issuing the stamps, who shall in every case be an administrative employee. For example, an issue of \$28.00 in orange and \$14.00 in blue food stamps should be entered thus:

Date	Record
12-15-41	28-14 E(2) D (1) XYZ

This indicates that there were two "E" series stamp books and one "D" series stamp book issued by cashier XYZ.

In counties where any variations in the ratio of issuance prevails, the above method of entry must be followed on all sales.

In counties where the ratio of issuance is always one blue stamp to two orange stamps the amount of blue stamps purchased is omitted and the entry should read as follows:

Date	Records
3-12-42	28 10-B(2) C (1) 2-B (1) XYZ

This indicates that \$28.00 in orange stamps were issued in two 10-B books, one C book, and one 2-B book by XYZ cashier.

The sales entries for cotton stamps in all cases where the ratio of issuance is one brown for one green cotton stamp shall indicate the date of issuance in the date column and in the records column shall indicate the amount of green stamps issued in dollars, the prefix designation of each stamp book issued, and the initials of the person issuing the stamps, who shall in every case be an administrative employee. An issue of \$2.00 in green and \$2.00 in brown cotton stamps should be entered as follows:

Date	Records
3-12-42	2 2-E(1) XYZ

This indicates that there was one 2-E series cotton stamp book issued by cashier XYZ.

When cotton stamps are issued on other than a one to one ratio the entry shall show the amount of green and the amount of brown stamps issued as follows:

Date	Records
3-12-42	2-6 2-E(1) V (2) XYZ

This indicates that there was one 2-E series stamp book and two V series brown only cotton stamp books issued by cashier XYZ.

(Note: The method of entry for variable ratio of cotton stamp issuance pertains only to Los Angeles County, and should be disregarded by Stamp Issuing Offices serving other counties.

- i. Intermittency. Record of intermittency shall be made in the body of the Office Record Card as follows:

- (1) First Intermittency. Upon the first intermittency, an entry shall be made in the next available space in the body of the Office Record Card indicating the date upon which the SMA-I-1 was issued to the participant as follows:

<u>Date</u>	<u>Records</u>
2-12-42	Suspended XYZ

When the SMA-I-1 is received in the issuing office properly signed, an entry shall be made in the next available space in the body of the Office Record Card indicating receipt of the document:

<u>Date</u>	<u>Records</u>
3-12-42	SMA-I-1 XYZ

The completed SMA-I-1 shall then be filed in the purchaser's certification document folder.

- (2) Second Intermittency. Upon the occurrence of a second intermittency, an entry shall be made indicating the date upon which SMA-I-2 is filed, together with the date to which the purchaser has been suspended. This entry should be abbreviated as follows:

<u>Date</u>	<u>Records</u>
3-12-42	Susp. to 6-1-42 XYZ

This entry indicates that SMA-I-2 has been completed and filed with the proper offices and that the suspension of the purchaser for ninety days from the commencement of his intermittency is effective to 6-1-42.

- (3) Clearance of SMA-I-2. Upon receipt of an SMA-I-2 cleared by the certifying agency to authorize reinstatement of the suspended case at the end of the 90 day period, an entry shall be made in the Office Record Card showing the date on which the SMA-I-2 was filed, thus:

<u>Date</u>	<u>Records</u>
3-12-42	SMA-I-2, Filed XYZ

- (4) Removal of Suspension. Upon receipt of SMA-I-3 removing the suspension of the purchaser, an entry shall be made in the next available space in the body of the Office Record Card showing the date upon which the

document was received and the effective date of the removal of suspension, thus:

<u>Date</u>	<u>Record</u>
3-12-42	Susp. Removed SLM-I-3 on 4-1-42 XYZ

This entry indicates that SLM-I-3 removing the suspension of an eligible as of 4/1/42 was received on 3/12/42.

(Front)

Name of Participant Last First Middle		FOOD STAMP OFFICE RECORD CARD				SMA No.	
		MONTHLY					
		Minimum		Maximum			
Residence Address		Orange	Blue	Orange	Blue	Cancellation Date	
Changed to						Family Size	
Mail Address						Agency Case No. and Code	
Changed to						Type Case	Income Code

Signature of Purchaser or Agent

Certification Verified by Issuing office representative

Certification of Use Filed by Issuing office representative

Date	Records Purch.-Stat.Changes	Date	Records Purch.-Stat.Changes	Date	Records Purch.-Stat.Changes

(Reverse)

[illegible]

SMA 465

The Office Record Card for cotton stamps is the same as the above except "cotton" "green", and "brown" are used in lieu of "food", "orange", and "blue".

- a. Each person eligible to participate must be issued an Identification Card, FSC 463b. Each Identification Card shall be numbered serially, and this number shall be known as the participant's identification number.
- b. This Identification Card must be presented by the eligible participant or his authorized agent to the Stamp Issuing Office whenever he desires to purchase stamps.
- c. Participants purchasing stamps by mail will not be required to send their Identification Cards with their mail order.

2-221 Responsibility for Issuing Identification Cards 2-221

It shall be the responsibility of the Senior Cashier in charge of a Stamp Issuing Office to see that an Identification Card is prepared and issued to each person eligible to participate. This form shall be prepared immediately after the certification document has been accepted by the Stamp Issuing Office.

This procedure applies to all Stamp Issuing Offices except those in Los Angeles County where Identification Cards will be prepared and routed to eligible participants by the Central Certification Unit.

2-222 Replacement of Lost or Mutilated Identification Cards 2-222

It shall be the responsibility of the Senior Cashier in charge of a Stamp Issuing Office (including those in Los Angeles County) to have replaced for an eligible participant any Identification Card which has been lost, stolen, destroyed, or so mutilated as to be unusable. The use of Affidavit of Lost Identification Card, SMA 471 is no longer required from the participant. A replaced Identification Card shall bear the same identification number that was assigned to the eligible participant at the time the original was issued except it shall be prefixed with the letter "A" for the first replacement, the letter "B" for the second replacement, etc. For control purposes, whenever a prefix is added to the Identification Card, such change shall be noted on the Office Record Card.

2-223 Preparation of FSC 463b 2-223

Complete the Identification Card by typing the following information:

- a. SMA number assigned.
- b. Participant's name.
- c. Participant's address.
- d. Case number assigned by certifying agency.
- e. Type of case. (Use authorized abbreviations shown in Section 2-211 h.)
- f. Number in family.
- g. Date eligibility was established.
- h. Name of certifying agency.
- i. The Senior Cashier, Assistant Cashier, or Supervisor in charge of the Central Certification Unit shall sign on the face of the Identification Card in the space provided for "Sig. of Auth. Representative".

- j. On reverse side of card, a space is provided for the signature of the eligible participant's authorized agent. This space to be used only when an agent has been properly designated by the eligible participant.
- k. Under caption "WHERE to obtain food stamps", type complete address of Stamp Issuing Office from which participant will make purchases either directly or by mail order.
- l. Leave blank the caption "WHEN to obtain food stamps".
- m. Note: X out Item 3 under "NOTICE". It is no longer necessary for participants to return empty food or cotton stamp books.

(ACTUAL SIZE OF CARD: 2½" x 4")

SIGNATURE OF RECIPIENT)	IDENTIFICATION CARD FSCC FOOD STAMP PLAN		No.
	THIS IS TO CERTIFY THAT THE RECIPIENT NAMED BELOW, AND WHOSE SIGNATURE APPEARS HEREON, IS ELIGIBLE TO PARTICIPATE IN THE FSCC FOOD STAMP PLAN.		
	NAME OF RECIPIENT: _____		
	ADDRESS: _____		
	_____ (AGENCY CASE NUMBER) (TYPE OF CASE) (No. IN FAM.) (DATE EFFECT.)		
	_____ BY _____ NAME OF CERTIFYING AGENCY (SIG. OF AUTHORIZED REPRESENTATIVE)		
FSC 463B			

(AUTHORIZED AGENT'S SIGNATURE)	(AUTHORIZED AGENT'S SIGNATURE)	WHERE TO OBTAIN FOOD STAMPS	WHEN TO OBTAIN FOOD STAMPS	NOTICE 1. YOU MUST HAVE THIS CARD TO PURCHASE FOOD ORDER STAMPS. 2. REPORT LOSS OF THIS CARD IMMEDIATELY TO FOOD STAMP OFFICE. 3. EMPTY FOOD STAMP BOOKS MUST BE RETURNED TO FOOD STAMP OFFICE.

2-230 Master Card File 2-230
(Applicable to Los Angeles County Only)

The operation of several Stamp Issuing Offices in Los Angeles County necessitates the maintenance of a Central Certification and Master File Unit.

2-231 Original Certifications 2-231

All certifications will be routed by authorized certifying agencies to this unit, where they are checked for correctness and original selling documents are prepared before they are routed to that Stamp Issuing Office where the participant will purchase stamps. An alphabetic master card file shall be maintained by the unit indicating the Stamp Issuing Office where the participant will be served.

2-232 Preparation of Master Cards 2-232

A 3" x 5" master card shall be prepared for each family or individual certified in Los Angeles County as eligible to participate in the Stamp Plan. This card shall contain the following information:

- a. Name of family member authorized to purchase stamps. Last name, first name, middle initial, as: "Smith, John A."
- b. Complete address of family; both residence and mailing address, if mailing address differs from residence address.
- c. SMA number.
- d. Certifying agency's case or identification number.
- e. Office number of Stamp Issuing Office that will serve participant.
- f. Type of assistance. (Use approved abbreviation, as OAA, ADC, etc.)

2-233 Changes and Cancellations 2-233

- a. When documents are received from a certifying agency indicating a change in address, type of assistance, etc., the change shall be noted immediately on master card.
- b. Transfers from one Stamp Issuing Office to another also shall be noted so that the card always will show the correct location of the Office Record Card and certification documents.
- c. Upon receipt of a cancellation notice from the certifying agency, the SMA, or the Stamp Issuing Office the master card shall be immediately removed from the active file and placed in an inactive file. Unless information on changes and cancellations is received from the Stamp Issuing Office, the Central Certification and Master File Unit shall notify immediately the Stamp Issuing Office of the change or cancellation.

- a. Mail Notice of Certification, SP 331, together with Identification Card, FSC 463b, to each new participant immediately after certification is completed.
- b. If it is definitely determinable at the time of preparation of the notice of certification that the participant wishes to purchase by mail, Mail Order Notice of Certification, shall be substituted for SP 331.
- c. Complete SP 331 by typewriter as follows:
 - (1) Enter participant's name and address in the space below "DATE".
 - (2) Enter date and SMA number in spaces provided.
 - (3) Cross out in the first paragraph the words "Food and" if the person is eligible for cotton stamps only or "and Cotton" if the person is eligible for food stamps only.
 - (4) Enter on the two lines at the bottom of the form the address of the Stamp Issuing Office.
- d. Do not prepare a file copy of the notice.

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

NOTICE OF CERTIFICATION

DATE _____

SMA NO. _____
(Please use the above
number on all corres-
pondence)

Your certification has cleared through the Stamp Issuing Office and you may now participate in the Food and Cotton Stamp Plan.

You will purchase stamps at the Stamp Issuing Office noted on the reverse side of the enclosed Identification Card. If you are unable to appear in person at that Stamp Issuing Office to purchase your stamps, you may designate a member of your family or a friend as your authorized agent to call at the office and purchase for you. Enclosed is an Agent's Authorization Blank to be completed by you if you want an agent to call at the Stamp Issuing Office.

You may purchase your stamps by mail order if it is not possible for you to appear in person at the Stamp Issuing Office. Information on how to purchase by mail will be furnished you upon request.

Address any requests for information or other correspondence on the Stamp Plan to:

STATE DEPARTMENT OF SOCIAL WELFARE
COMMODITY STAMP DISTRIBUTION

- a. This form shall be sent together with an Identification Card, ~~FSC~~ 463b and an Application for Purchase, SP-545A and/or SP-545B to each newly certified mail order participant.
- b. Complete SP 332 by typewriter as follows:
 - (1) Enter participant's name and address in the space below "DATE".
 - (2) Enter date and SMA number in the spaces provided.
 - (3) Cross out on lines 3, 11, and 12 the words "Food and" if the person is eligible for cotton stamps only and "and Cotton" if the person is eligible for food stamps only.
 - (4) Enter on the two lines at the bottom of the form the address of the Stamp Issuing Office.
- c. Do not file a copy of this notice.

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

NOTICE OF CERTIFICATION

DATE _____

SMA NO. _____
(Please use the above
number on all corres-
pondence)

- (1) Your certification has cleared through the Stamp
- (2) Issuing Office and you may now participate in the
- (3) Food and Cotton Stamp Plan, through the Mail Order
- (4) Department.
- (5) Make postal money order **or** cashier's check payable
- (6) to:
- (7) STATE DEPARTMENT OF SOCIAL WELFARE, STAMP PLAN
- (8) A personal check will not be accepted.
- (9) DO NOT SEND CASH
- (10) Forward money order **or** cashier's check with the
- (11) application enclosed herewith for food and cotton
- (12) stamps to:
- (13) STATE DEPARTMENT OF SOCIAL WELFARE,
- (14) COMMODITY STAMP DISTRIBUTION
- (15) _____
- (16) _____
- (17) Use the enclosed envelope for forwarding your order and
- (18) remittance.
- (19) DO NOT ENCLOSE YOUR IDENTIFICATION CARD WITH YOUR MAIL ORDER.
- (20) KEEP YOUR IDENTIFICATION CARD IN YOUR POSSESSION AT ALL
- (21) TIMES.

- a. A Certification of Use, SMA-USE-1, shall be presented to a participant for signature upon his first appearance at the Stamp Issuing Office to purchase stamps, or shall be mailed to him with his first mail order.
- b. The form must be signed and on file in the certification document folder prior to the third sale to each participant.
- c. This form must be signed by the certified participant. An agent may not sign this form for a participant.
- d. If this form is signed at the sales counter, the cashier shall enter on Office Record Card the date the signature was obtained.
- e. If it was necessary to mail the SMA-USE-1 to the participant in order to obtain his signature, the cashier shall enter on the Office Record Card the date the signature was obtained by mail.
- f. The SMA number shall have been entered on the form before it was mailed.

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

C E R T I F I C A T I O N O F U S E

DATE _____ 194 _____ SMA NO. _____

I certify that I am familiar with the rules and regulations governing the use of Orange and Blue Food Order Stamps and Green and Brown Cotton Order Stamps which I am certified as eligible to receive. I further certify that I will not make and have not made any use of Food Order Stamps or Cotton Order Stamps received other than that authorized by law.

Signature _____
(eligible signs here)

Address _____

2-300 FILES 2-300

Each Stamp Issuing Office shall establish files as follows:

- a. Office Record Card Files: 5" x 8"
- b. Certification Document Files: Letter size (4-drawer, steel)
- c. Accounting and Statistical Report Files: Legal size (4-drawer, steel)

2-310 Office Record Card Files 2-310

Install on counters or within working distance of counters. File cards by county and numerically by SMA number within each county. Maintain a separate file for active and inactive cases. The active file shall contain cards for all families eligible to participate. The inactive file shall contain cards on cases whose eligibility to purchase has been cancelled, suspended or duplicated by the origination of a new Office Record Card. As cards are placed in an inactive file which should be included in statistical counts because they were eligible at some time during the month (See Section 2-630), they should be identified by placing a gem clip over the top of the card. This clip shall be removed when the card is counted as being in the eligible caseload at some time during the month.

2-320 Certification Document Files 2-320

Folders bearing the name of the family member authorized to purchase stamps shall be established for each family certified to participate. In these folders shall be filed the original certification document and all documents and correspondence pertaining to the case. Folders shall be filed alphabetically.

Material in certification document folders shall not be secured by Acco fasteners. Documents in these folders, however, shall be arranged in sequence to permit comprehensive and quick reference by supervising and auditing personnel.

All reports and the daily accumulation of data necessary for the completion of reports shall be placed in dated folders and filed. Folders shall be filed in chronological order. Material in the accounting and statistical report files shall be secured by Acco fasteners. Documents in these folders shall be arranged in sequence to permit comprehensive and quick reference by supervisory and auditing personnel.

2-410 Minimum and Maximum Amounts of Food Stamps Which May
Be Issued to Eligible Participants 2-410

- a. The minimum and maximum amounts of stamps that may be issued to families certified as eligible to participate in the Stamp Plan are determined by the Surplus Marketing Administration.
- b. Stamp Issuing Office employees must adhere strictly to minimum and maximum amounts designated by the Surplus Marketing Administration in issuing stamps to certified eligibles.
- c. The State Department of Social Welfare, as the issuing agency, is accountable to the Surplus Marketing Administration for over-issuances, under-issuances, and other erroneously issuances of regular and free stamps.
- d. The new basis of issuance, shown in Schedule C, shall be effective for all counties covered by the Food Stamp Plan.
- e. The new issuance rates are based upon both family size and family income and are applicable to cases of all types of assistance.

SCHEDULE C

INCOME BASIS OF ISSUANCE OF ORANGE FOOD STAMPS

FAMILY SIZE	UNDER \$16		\$16 TO \$25.99		\$26 TO \$35.99		\$36 TO \$45.99		\$46 TO \$55.99		\$56 TO \$65.99	
	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
1	4	6	6	8	7	9	8	10				
2	5	7	9	13	12	16	15	19	17	20	18	20
3	7	11	10	14	13	19	16	22	18	24	20	26
4	8	12	11	15	14	20	17	25	19	27	21	29
5			12	16	15	21	18	28	20	30	23	33
6					16	22	19	29	21	31	24	34
7							20	30	22	32	25	35
8							21	31	23	33	26	36
9							22	32	24	34	27	37
10							23	33	25	35	28	38
11							23	33	26	36	29	39
12 AND OVER							23	33	27	37	30	40

BLUE STAMPS SHALL BE ISSUED IN RATIO
OF ONE BLUE TO TWO ORANGE

SCHEDULE C

INCOME BASIS OF ISSUANCE OF ORANGE FOOD STAMPS (CONTINUED)

FAMILY SIZE	\$66 TO \$75.99		\$76 TO \$85.99		\$86 TO \$95.99		\$96 TO \$105.99		\$106 TO \$115.99		\$116 TO \$130.00	
	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
1												
2												
3	21	27										
4	23	31	25	33	27	35						
5	25	35	27	37	29	39	31	41				
6	26	36	29	38	31	41	34	44	37	47		
7	28	38	31	41	34	44	36	46	39	49	42	52
8	29	39	32	42	35	45	38	48	41	51	44	54
9	30	40	33	43	36	46	39	49	42	52	45	55
10	31	41	34	44	37	47	40	50	43	53	46	56
11	32	42	35	45	38	48	41	51	44	54	47	57
12												
AND OVER	3	43	36	46	39	49	42	52	45	55	48	58

BLUE STAMPS SHALL BE ISSUED IN RATIO
OF ONE BLUE TO TWO ORANGE.

2-411 Application of Schedule C to Large Families With
 Low Incomes

2-411

Some questions have been raised as to how Schedule C should be applied to large families with low and indeterminate incomes inasmuch as no figures are shown in several rectangles in the lower left hand section of Schedule C.

Families falling in this section will usually be cases awaiting assignment to WPA and other cases certified by County Welfare Departments as non-assistance cases.

All certifications for cases classifiable under the above mentioned section of Schedule C shall be accepted by the Stamp Issuing Office if otherwise complete and sales shall be made on such cases. However, when any appreciable numbers of such certifications are received on other than cases awaiting assignment to WPA the Stamp Issuing Office must so notify the Supervisor of Commodity Stamp Distribution directly. Such notification should mention the number of such cases received, the type of assistance, and the certifying agency. The Supervisor of Commodity Stamp Distribution is interested in this information because only persons in need of public assistance are to be certified by certifying agencies.

It follows, therefore, that a certifying agency should not certify a household whose income is less than the agency's budget without having to justify to that household and to the Agricultural Marketing Administration its failure to bring the total income of that household up to at least the level of a minimum public assistance budget.

The basis of issuance to a family of 5 persons whose reported income is less than \$16.00 shall be that minimum and maximum established in Schedule C for a 5 person case with income of \$16.00 to \$25.99.

The basis of issuance to a family of 6 persons whose reported income is less than \$26.00 shall be that minimum and maximum established in Schedule C for a 6 person case with income of \$26.00 to \$35.99.

The basis of issuance to a family of 7 or more persons whose reported income is less than \$36.00 shall be that minimum and maximum established in Schedule C for a case of similar size with an income of \$36.00 to \$45.99.

No sales may be made to cases classified by blank rectangles in the upper right hand corner of Schedule C or the upper part of Schedule C continued since such cases have income in excess of the maximum amount of income permitted such family sizes by eligibility rules of the Agricultural Marketing Administration.

Due to a typographical error no figure appears in the lower left hand corner of Schedule C continued. This figure should be 33.

When an over-issuance of food stamps is discovered and no purchase has been made subsequent to the over-issuance, a notation shall be made in pencil on the face of the Office Record Card in the space provided for the minimum and maximum amounts the eligible may purchase. This notation shall show the reduced amount the participant may purchase the next time he participates in order that the total purchases for the two months involved will not be under the minimum or over the maximum. This notation will serve as a guide to the cashier when the eligible again appears to purchase stamps. When the adjustment has been completed and noted in the posting space on the Office Record Card explaining that the decreased sale was in adjustment of an over-sale made during a previous month, the pencil notation in the space provided for minimum and maximum shall be erased. If the eligible participates by mail order, a notice shall be mailed to him advising him of the over-purchase and the amount that he may purchase the following month, in order to make proper adjustment as described above for a counter sale.

Cashiers should note that this adjustment policy is possible only if the over-issuance is discovered before any sales have been made after the over-issuance.

The procedure for under-issuance is different. The Agricultural Marketing Administration has defined intermittency as "the failure on the part of an eligible to obtain the minimum prescribed amount of stamps regularly each month during a continuous period of eligibility after having once obtained stamps." An under-issuance, therefore, shall be treated as an intermittency.

The Agricultural Marketing Administration has agreed that if the foregoing procedure is followed exceptions taken by their auditors on account of under or over-issuances will be practically eliminated.

2-420 Minimum and Maximum Amounts of Cotton Stamps Which
May Be Issued to Eligible Participants 2-420

Authority to issue cotton order stamps is limited by the Surplus Marketing Administration to the counties of Fresno, Imperial, Kern, Kings, Los Angeles, Madera, Merced, Riverside, San Bernardino, San Joaquin, Stanislaus, and Tulare.

The following schedule for sales of green stamps is applicable to all categories of cases in these counties:

<u>Family Size</u>	<u>Monthly Minimum</u>	<u>Monthly Maximum</u>
1 and 2	\$1.00	\$2.00
3 and 4	2.00	3.00
5 and over	3.00	5.00

To all cases except General Assistance cases in Los Angeles county brown stamps shall be issued in the ratio of one free brown stamp for each green stamp purchased. General Assistance cases in Los Angeles county shall be issued three free brown stamps for each green stamp purchased.

2-421

Over and under-issuances of cotton stamps shall be adjusted in the same manner as over and under-issuances of food stamps. For that procedure see Section 2-412.

a. Policy

- (1) Recipients of aid from some certifying agencies receive grants or compensation for work performed on work projects semi-monthly.
- (2) This applies primarily to certified eligibles employed on WPA projects but sometimes applies to eligibles certified by County Welfare Departments, who are employed on county work projects, general relief, or who receive grants from a private agency and who receive semi-monthly grants.
- (3) Certified eligibles who receive grants or work compensation more often than once each month would find it difficult and sometimes impossible to purchase their full monthly minimum of food and cotton stamps if required to make only one purchase each month.
- (4) Stamps may be issued semi-monthly if written information is received from certifying agencies indicating an eligible is receiving semi-monthly grants or compensation.

b. Procedure for Semi-Monthly Issuance

- (1) Office Record Cards for eligibles who purchase semi-monthly must bear the notation "Semi-Monthly Purchase Authorized" at bottom of space provided for the monthly minimum and maximum.
- (2) A participant authorized to purchase semi-monthly may purchase one-half of the monthly minimum between the first and fifteenth of the month and the remaining one-half of the minimum between the sixteenth and end of the same month. If the participant fails to purchase between the first and fifteenth of the month and requests purchase on the sixteenth or any day thereafter in the same calendar month, he must purchase his full month's minimum.
- (3) It is not permissible to sell only one-half of the monthly minimum to cases newly certified after the fifteenth of a month.
- (4) It is also not permissible to sell to any certified eligible more than once a month if he receives monthly assistance grants.

2-441 Examples of Intermittent Participation 2-441

The Surplus Marketing Administration specifies that each household certified as eligible to participate in the Stamp Plan is required after having obtained stamps once to continue to obtain at least the minimum prescribed amount of stamps each month so long as eligibility continues. Failure on the part of any eligible to obtain the minimum prescribed amount of stamps in any participation period after having once obtained stamps makes mandatory an automatic and immediately effective suspension of the household's eligibility to participate further in the Stamp Plan.

The following are examples of what constitutes or does not constitute intermittency:

Eligible #1, whose participation period is monthly and whose monthly prescribed minimum amount of purchase is \$20.00 has purchased \$20.00 of stamps each month during January, February and March. He does not obtain any stamps in April. He is intermittent in participation for failure to purchase at least \$20.00 of stamps in April. He is therefore suspended effective May 1 and shall remain suspended until reinstated.

Eligible #2, whose participation period is semi-monthly and whose semi-monthly prescribed minimum amount of purchase is \$16.00 has obtained \$16.00 of stamps each two weeks during August and the first half of September. He does not buy any stamps during the last two weeks of September. He is intermittent in participation for failure to purchase at least \$16.00 of stamps during the last two weeks of September. He is, therefore, suspended effective October 1 and shall remain suspended until reinstated.

Eligible #3, whose participation period is semi-monthly and whose semi-monthly prescribed minimum amount of purchase is \$16.00, has obtained \$16.00 of stamps each two weeks during August and September. He does not buy stamps during the first two weeks in October. However, no intermittency shall be held to have existed if this eligible purchases not less than \$32.00 of stamps before October 31.

Particular attention is called to the difference between the case of Eligible #2 and Eligible #3. For participation purposes, accounts are closed only at the end of each calendar month. Therefore, Eligible #3 by obtaining the prescribed minimum amount of stamps for the entire month after the fifteenth and before the end of the month can wipe out what would otherwise be an intermittency.

Eligible #4, whose participation period is monthly and whose monthly prescribed minimum purchase is \$20.00 has obtained \$20.00 of stamps each month during January, February, March, April, and May. On June 5 a notice of cancellation of eligibility is received from the certifying agency. On June 22 a recertification of eligibility is received from the certifying agency. No stamps were purchased during June. This case is not intermittent in participation for failing to obtain at least \$20.00 in June, even though

eligible for a portion of the month because it cannot be intermittent under the recertification until it has first participated under this certification reactivating eligibility of the case.

The food and cotton stamp plans operate independently in so far as participation of eligibles is concerned. Therefore, in counties where both the food and cotton stamp plans are in operation an eligible may be intermittent in participation in the food stamp plan and not in the cotton stamp plan or vice-versa. Any suspension of eligibility because of intermittent participation shall apply only to the stamp plan in which the eligible has been intermittent in participation, and eligibility in the other plan is in no way affected.

2-442 Suspension of Eligibility for First Intermittency in Participation 2-442

- a. When it is determined that an eligible has become intermittent in participation, the Office Record Card, SMA 465, must be withdrawn from the active file on the day on which the suspension of eligibility is effective. An entry shall be made in the body of the Office Record Card in the next available space set aside for the posting of stamp books issued. It shall consist of the effective date of the suspension of eligibility and the initials of the person making the entry; e.g.,

Date	Record
10-1-41	Suspended XYZ

- b. The Office Record Card shall then be placed in the inactive file.
- c. It must be clearly understood that action taken against an eligible who has been intermittent in participation does not constitute a cancellation of eligibility and shall not be reported as such on statistical reports to the Surplus Marketing Administration. Such action constitutes merely a suspension of eligibility due to the participant's failure to abide by the regulations established by the Surplus Marketing Administration.

2-443 Reinstatement of Suspended Eligibles 2-443

Eligibles who have been suspended because of intermittent participation may be reinstated only as follows:

2-444 Removal of Suspension and Reinstatement of Eligibility for First Intermittency (All Households Certified as Eligible by County Welfare Departments) 2-444

- a. All households, whose eligibility has been suspended due to a first record of intermittent participation, shall be notified at the time the suspension becomes effective by an Application for Removal of Suspension -- First Intermittency, SMA-I-1. The duplicate of SMA-I-1 shall be filed in the certification document file folder of the eligible.

- b. The return of SMA-I-1 to the Stamp Issuing Office properly executed by the suspended eligible and by an authorized representative of the County Welfare Department and showing the eligible's reason for failure to participate regularly shall result in an immediate removal of the suspension and in a reinstatement of eligibility. (If the suspended eligible appears at the Stamp Issuing Office stating that the County Welfare Department would not approve the SMA-I-1 and that he wants further consideration of his case, his SMA-I-1 shall be taken and sent to the area supervisor of the Surplus Marketing Administration. If the Surplus Marketing Administration approves the reinstatement of the case it will notify the participant and the Supervisor of Commodity Stamp Distribution. The Supervisor of Commodity Stamp Distribution will forward this notice to the Stamp Issuing Office and that office shall then proceed as though the County Welfare Department approved the reinstatement.)
- c. The Office Record Card shall be removed from the inactive file, and an entry shall be made in the body of that card immediately following the entry previously made at the time the suspension became effective consisting of the date on which the completed SMA-I-1 was received by the Stamp Issuing Office, the form number and the initials of the person making the entry; e.g.,

Date
12-16-41

Records
SMA-I-1, XYZ

- d. The Office Record Card shall then be returned to the active file. The completed SMA-I-1 shall be filed in the certification document file folder together with duplicate copy already in that file.
- e. Stamps may be issued to the household in the usual manner any time after the above procedures have been completed.

2-445 Removal of Suspension and Reinstatement of Eligibility for First Intermittency (All WPA Eligibles Awaiting Assignment or Working) 2-445

The procedure shall be exactly the same as for County Welfare Department certified eligibles except that SMA-I-1-WPA shall be used in lieu of SMA-I-1. Please note that the SMA-I-1-WPA must be approved by the area supervisor of the Surplus Marketing Administration, and not a representative of the Work Projects Administration.

2-446 Procedure for Suspending Eligibility for Three Months Because of Second Intermittency in Participation. 2-446

- a. Occasionally an eligible who has been once intermittent in participation, has been suspended, and has been reinstated under the procedures outlined above again fails to obtain stamps regularly and becomes intermittent in participation a second time. Where this occurs six months or more after the date on which the last suspension was removed, it shall be treated as a first intermittency and the procedure outlined above shall apply.

- c. The completion of SMA-I-2 does not reduce or void the three months suspension, but it does permit removal of the suspension at the end of the three month period. Failure of the suspended eligible to file **this** form during the ninety day period automatically extends the suspension period until such time as the eligible does file it.
- d. Upon return of the original SMA-I-2, properly approved and executed, the Office Record Card shall be removed from the inactive file, and an entry shall be made in the body of that card immediately following the entry previously made at the time the suspension became effective. This entry shall consist of the date SMA-I-2 is filed and the initials of the person making the entry; e.g.,

<u>Date</u>	<u>Records</u>
7-20-41	SMA-I-2, Filed, XYZ

- c. The Office Record Card shall then be returned to the inactive file to be automatically refiled in the active file at the expiration of the three month suspension period. The original SMA-I-2 shall be filed in the certification document file folder attached to the duplicate copy already in that file.

2-448 Reinstatement of Eligibles Suspended for Three Months
 Because of Second Intermittency (All WPA Awaiting
 Assignment or Working Eligibles) 2-448

The procedure shall be exactly the same as for County Welfare Department certified eligibles except that SMA-I-2-WPA is used in place of SMA-I-2. Please note the SMA-I-2-WPA must be approved by the area supervisor of the Surplus Marketing Administration and not a representative of the Work Projects Administration.

2-449 Reduction or Removal of Three Months' Suspension 2-449

- a. The area supervisor of the Surplus Marketing Administration may at his discretion and using information contained in SMA-I-1, SMA-I-2, or SMA-I-2-WPA reduce or remove the three months' suspension. In such instances the area supervisor of the Surplus Marketing Administration will mail to the suspended eligible Special Notice to Suspended Eligible Participant, SMA-I-3. Presentation of this form by the suspended eligible at the Stamp Issuing Office is authority for removing the Office Record Card from the inactive file immediately and making an entry immediately following the entry made at the time the suspension became effective. This entry **shall** consist of the date on which the SMA-I-3 is received, the date on which the suspension is removed, or to be removed, and the initials of the person making the entry; e.g.,

<u>Date</u>	<u>Records</u>
6-17-41	Susp. Removed SMA-I-3 on 6-23-41, XYZ

- b. The SMA-I-3 shall then be filed in the certification docu-

ment file folder for the eligible, the Office Record Card shall be returned to the active file, and stamps may be issued at any time thereafter, so long as the case remains eligible and not suspended.

- c. No other procedure is established whereby a three months' suspension may be reduced or removed before the expiration of the full suspension period.

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

APPLICATION FOR REMOVAL OF SUSPENSION - FIRST INTERMITTENCY

TO: _____ DATE: _____
Name of Eligible _____
SMA NO. __________
Address _____
Certifying Agency Case No. _____FROM: _____
Stamp Issuing Office Address _____ Name of Certifying Agency _____

The records of the above Stamp Issuing Office indicate that during the month of _____ 194____, you failed to obtain your minimum required amount of _____ stamps.

Your eligibility to participate in the _____ Stamp Plan is therefore suspended until this form has been completed by you, approved by an authorized representative of the certifying agency named above, and returned to the Stamp Issuing Office at the above address.

SUSPENDED ELIGIBLE: Write below your reasons for failing to obtain your minimum of stamps during the month indicated:

FOR USE OF CERTIFYING AGENCY ONLY

Reason Approved _____
Disapproved _____ Date _____

Signature of Auth. Representative _____

Name of Certifying Agency _____

FOR USE OF STAMP OFFICE ONLY

Reinstated on _____

By _____

Signature of Suspended EligibleRoute: Original to Suspended Eligible
Duplicate to Stamp Office File

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

NINETY-DAY SUSPENSION OF ELIGIBILITY NOTICE

TO: _____ DATE: _____
Name of Eligible _____
SMA NO. _____
Address _____
FROM: _____ Name of Certifying Agency _____
Stamp Issuing Office Address _____

The records of the above Stamp Issuing Office indicate that twice within a period of six months, namely, 194____, and _____ 194____, you failed to obtain your minimum required amount of _____ Stamps.

Your eligibility to participate in the _____ Stamp Plan has therefore been suspended until _____ 194____. You will be reinstated on this date only if you are still eligible and this form has been completed by you, approved by an authorized representative of the certifying agency named above, and returned to the Stamp Issuing Office at the above address,

SUSPENDED ELIGIBLE: Write below your reasons for failing to obtain your minimum of stamps during the months indicated:

Signature of Suspended Eligible

FOR USE OF CERTIFYING AGENCY ONLY

Reason Approved _____

Disapproved Date _____

I certify that this household is still eligible to participate in the _____ Stamp Plan

Signature Auth. Representative _____

Name of Certifying Agency _____

Route: Original to Suspended Eligible
Duplicate to Stamp Office File
Triplicate to SMA Area Supervisor

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

SPECIAL NOTICE TO SUSPENDED ELIGIBLE PARTICIPANT

DATE _____

TO: _____ SMA NO. _____
Name of Suspended Eligible

Address

An administrative review of the Stamp Issuing Office records in your case has resulted in the suspension of your eligibility to participate in the _____ Stamp Plan being removed on _____ instead of _____.

Any time on or after _____ you may again obtain stamps, provided you are still eligible, by presenting this form to the Stamp Issuing Office located at _____.

Obtain your stamps regularly each month and continue to enjoy the benefits of the Stamp Plan.

Yours very truly,

Area Supervisor
Surplus Marketing Administration

Route: Original to Suspended Eligible
Duplicate to SMA Area Supervisor

SMA-I-3

a. Determining Eligibility for Reduced Minimum Purchase Requirement.

Temporary reduction in the minimum purchase requirement of food stamps may be made for certified eligible WPA households receiving less than a full pay check due to no fault of their own, provided:

- (1) The pay period in which less than a full pay check was received was the pay period immediately preceding the stamp participation period for which request to purchase less than the normal minimum was made.
- (2) The household has not received supplementary assistance from the WPA or any other welfare agency to compensate for the loss in income.
- (3) The eligible participant files with the Stamp Issuing Office a properly executed WPA Short Pay Statement, SMA-SP-1.
- (4) The amount of "Short Pay" check is less than the monthly minimum purchase requirement.

b. Determining Reduced Minimum Purchase Requirement

Where the short pay check has been properly verified as being less than the monthly minimum purchase requirement and due to no fault of the participant, the semi-monthly purchase requirement for the succeeding semi-monthly participation period only may be reduced to an amount equal to one-half the amount of the short pay check.

c. Recording Adjustment on Office Record Card, SMA 465

- (1) Before the actual issuance of food stamps under the reduced minimum purchase requirement can be made, an entry shall be made to the body of the Office Record Card in the next available space provided for the posting of stamp books issued. This entry shall consist of the date, form number, adjustment made, participation period involved, and initials of the person making the entry; e.g., "3-12-40, SMA-SE-1, \$8.00 to \$5.00 for 3-1 to 3-15, XYZ"
- (2) Issuance of food stamps may be made on the reduced minimum purchase basis immediately after the above procedure has been completed.

d. Disposition of SMA-SP-1

This form shall be filed in the certification document folder for the eligible involved.

e. Subsequent Short Pay Claims

Each request for a reduced minimum purchase requirement because of "short pay" must be handled as a separate transaction. A reduction in the minimum purchase requirement may never be made for more than one semi-monthly participation period without the filing of new SMA-SP-1.

UNITED STATES DEPARTMENT OF AGRICULTURE
Surplus Marketing Administration

WPA SHORT PAY STATEMENT

Date _____

I certify that during the regular two-week period of _____
to _____, I was unable, due to _____
to work the full quota of hours, and because of this received a paycheck
of only \$ _____ instead of a full check for the period which
would have been \$ _____. I have received additional aid from
the local welfare department in the amount of \$ _____.

I certify that the above
statement as to amount
of pay check received is
correct.

Signature of WPA Eligible

WPA Identification Number

Signature WPA Project Foreman
or Timekeeper

WPA Project Number

SMA Number

FOR USE OF STAMP OFFICE ONLY

Date _____.

Minimum Purchase Requirement of \$ _____ reduced for
participation period

of _____ to \$ _____.

By _____
Stamp Office Manager

The Surplus Marketing Administration will replace damaged or mutilated stamps regardless of whether once issued or not if at least three-fifths of each damaged stamp is identifiable.

2-471 Replacement Requested by the Participant to Whom the Stamps were Originally Issued 2-471

- a. The Stamp Issuing Office shall accept all damaged or mutilated stamps from participants for transmittal to the area supervisor of the Surplus Marketing Administration. Under no circumstance may replacement be made by a Stamp Issuing Office. Transmittal Form, SP (SRA) 101, shall be prepared in original and three copies and must contain:
- (1) The full name of the participant
 - (2) The complete mailing address of the participant
 - (3) The SMA identification number of the participant
 - (4) The number of and value of each color of stamps for which replacement is requested.
- b. The third copy of the transmittal shall be receipted by the cashier in charge of the Stamp Issuing Office and given to the participant requesting the replacement.
- c. The second copy of the transmittal shall be filed in the participant's certification document file folder.
- d. The original and first copy of the transmittal, with the special notation "Please receipt carbon copy by signing and return immediately to Stamp Issuing Office" together with the stamps involved shall be forwarded immediately to the area supervisor of the Surplus Marketing Administration.
- e. Upon receiving the copy of the transmittal receipted by the Surplus Marketing Administration, that copy shall be filed in the participant's certification document file folder. Simultaneously the copy of the transmittal, filed in this folder at the time the stamps were transmitted to the area supervisor of the Surplus Marketing Administration shall be destroyed.
- f. The Surplus Marketing Administration will not advise the Stamp Issuing Office when replacement is made.
- 2-472 Replacement Requested by the Stamp Issuing Office on Stamps Never Issued to Participants. 2-472
- a. Stamp books which become damaged or mutilated while in the possession of a Stamp Issuing Office shall be transmitted to the Stamp Custodian for exchange. Transmittal Form SP (SRA) 101 shall be prepared by the Stamp Issuing Office in an original and two copies and must list the stamp books involved and their value, with a statement as to how the stamp books were damaged.
- b. The original and first copy of the transmittal together with the stamp books involved shall be forwarded to the Stamp Custodian.
- c. The second copy of the transmittal shall be attached to the Stamp Issuing Office file copy of that day's Consolidated Daily Stamp Inventory and Transactions Report, SMA-INV-1 Damaged stamp books forwarded to the Stamp Custodian for exchange shall not be deducted from the Stamp Issuing Office Inventory. Pending

- receipt of new books in exchange for the damaged books, the copy of the transmittal attached to the file copy of SMA-INV-1 will explain the reason for the inventory shortage.
- d. The Stamp Custodian immediately upon receipt of the damaged stamp books will select new books in the same denominations and transmit such new books in accordance with prescribed procedure for the issuance of stamp books to Stamp Issuing Offices by a Stamp Custodian. (The requisition form must bear the notation "Exchange for damaged books".) The Stamp Custodian will receipt the copy of the Stamp Issuing Office transmittal form and return it to the Stamp Issuing Office with the new stamp books.
 - e. The Stamp Issuing Office shall attach the receipted transmittal form to the file copy of SMA-INV-1 for the date on which that transmittal is received. The new books shall not be added to the inventory since they are received in exchange for books still carried in the inventory.

2-473 Replacement Requested by Stamp Custodian 2-473

- a. Damaged or mutilated stamp books which the Stamp Custodian receives from Stamp Issuing Offices shall be transmitted to the area supervisor of the Surplus Marketing Administration. Transmittal Form, SP (SRA) 101, shall be prepared by the Stamp Custodian in an original and two carbon copies and must list the Stamp Books involved and their value with a statement as to how the stamp books were damaged.
- b. The original and first copy of the transmittal with the special notation "Please receipt carbon copy by signing and return immediately to Stamp Custodian" together with the stamp books involved shall be forwarded to the area supervisor of the Surplus Marketing Administration with the stamp books.
- c. The second carbon copy of the transmittal shall be attached to the Stamp Custodian's file copy of that day's Consolidated Daily Stamp Inventory and Transactions Report, SMA-INV-1. Damaged stamp books forwarded by the Stamp Custodian to the Surplus Marketing Administration for replacement shall not be deducted from the Stamp Custodian's inventory.
- d. The receipted carbon copy of the transmittal returned by the area supervisor of the Surplus Marketing Administration shall be attached to the file copy of SMA-INV-1 for the date on which the transmittal is received. Pending receipt of new books in exchange for damaged books, the second copy of the transmittal attached to the file copy of SMA-INV-1 served to explain the inventory shortage.

The Surplus Marketing Administration will under certain conditions refund to participants or their legal heirs the value of unused orange food stamps and/or green cotton stamps. Under no circumstance may refunds be made by a Stamp Issuing Office.

Applicants for refunds should be advised that from three to four weeks are required for payment to be made. This information will keep many participants who have no valid reason for requesting a refund from making an application for refund.

a. Request Made by Participant to Whom Stamps were originally Issued.

The Stamp Issuing Office shall forward the original and three copies of Application for Refund, SMA 474, and the original of Voucher, Standard Form No. 1034, together with the stamp books involved to the area supervisor of the Surplus Marketing Administration. Transmittal Form, SP(SRA)101 shall be sent to the area supervisor in duplicate with the request on the transmittal that the duplicate be receipted by the area supervisor of the Surplus Marketing Administration and returned to the Stamp Issuing Office. This receipted copy of the transmittal form shall be filed when received in the certification document file folder of the participant involved.

b. Request Made by the Legal Heir of Deceased Participant to Whom Stamps Were Originally Issued.

The Stamp Issuing Office shall furnish to the legal heir two blank copies of Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, Standard Form No. 1055. The original and one copy of this form properly executed shall be returned by the heir to the Stamp Issuing Office. Upon receipt of this form, the Stamp Issuing Office shall follow the procedure prescribed where request for refund is made by the participant to whom stamps were originally issued but shall also transmit both the original and the copy of Standard Form No. 1055 to the area supervisor of the Surplus Marketing Administration.

One copy of SMA 474 and Standard Forms No. 1034 and 1055 shall be filed in the eligible's certification document folder.

The Surplus Marketing Administration makes available blue only food stamps for use by certain public and home demonstration cooking classes and projects. Certification of eligibility of such projects to receive blue only food stamps may be made only by the Surplus Marketing Administration.

Certification of eligibility will be made directly to, and issuance of blue only food stamps made directly by, the Stamp Custodians in San Francisco or Los Angeles.

a. Certification Procedure

The original of Application for Blue Surplus Food Order Stamps to be Used for Demonstration Projects, DI-40, usually will be transmitted by the District Home Economist of the Surplus Marketing Administration directly to the Stamp Custodian and must contain the following information:

(1) Application Number

This number will not be used by the Stamp Custodian but must appear on the form. It indicates only the order of clearance in the Surplus Marketing Administration office.

(2) Place

This address will not be used by the Stamp Custodian but must appear on the form. It indicates only the place of preparation of the form.

(3) Date

This date will not be used by the Stamp Custodian but must appear on the form. It indicates only the date of preparation of the form.

(4) Name of Project

This name will be used by the Stamp Custodian where mail delivery of stamps is required whenever it differs from the name of the sponsoring agency.

(5) Type of Demonstration

This information will not be used by the Stamp Custodian but must appear on the form. It indicates only the kind of demonstration classes planned by the project.

(6) Number of Demonstrations to be Made

This information will not be used by the Stamp Custodian but must appear on the form. It indicates only the number of demonstrations planned by the project.

(7) Estimated Number of Participants

This information will not be used by the Stamp Custodian but must appear on the form. It indicates only the number of persons the project anticipates attending demonstrations.

(8) Amount of Blue Surplus Food Order Stamps Requested

This information will not be used by the Stamp Custodian but must appear on the form. It indicates only the anticipated needs of the project. It is not to be construed by the Stamp Custodian to be the amount of stamps he is authorized to issue.

(9) Name of Sponsoring Agency

This name will be used by the Stamp Custodian where mail delivery of stamps is required.

(10) Signature of Authorized Representative

This signature will be used by the Stamp Custodian for identification purposes where stamps are personally called for by the representative of the project and (when legible) where mail delivery of stamps is required.

(11) Address of Sponsoring Agency

This address must be complete as to street, number, city and state, and will be used by the Stamp Custodian where mail delivery of stamps is required.

(12) Issuance Approved in Amount of

This will be used by the Stamp Custodian and is the amount of stamps he is authorized to issue to the project. No deviation from this amount may be made by the Stamp Custodian.

(13) Date

This date will not be used by the Stamp Custodian, but must appear on the form. It indicates only the date on which the form has been approved by the Surplus Marketing Administration.

(14) By

In this space must appear the signature of an authorized representative of the Surplus Marketing Administration for whom the Stamp Custodian has on file a Signature Card, SMA 466 (Revised 8-15-41), executed by the District Supervisor of the Surplus Marketing Administration.

b. Issuance Procedure

The Surplus Marketing Administration will encourage representatives

of Demonstration Projects to personally call at the office of the Stamp Custodian to take delivery of stamps. Where this is impossible, or impractical, the Surplus Marketing Administration will transmit the DL-40 to the Stamp Custodian accompanied by sufficient postage stamps to cover the cost of registry.

- (1) Issuance to Project Representative at Stamp Custodian's Office.

An Identification Card, FSC 463b, will be issued to each certified eligible project by the Surplus Marketing Administration. The Stamp Custodian shall require the project representative to present this card as identification and shall then select blue only stamp books in the amount authorized on the DL-40, Line 17. The Stamp Custodian shall then issue the stamps and complete the DL-40 in the following manner:

- (2) Blue Stamps Issued in Amount of

Enter the dollar value of blue only stamps being issued. In all cases this must be the same amount as authorized on the DL-40, Line 12.

- (3) Date

Enter the date on which the stamps are issued.

- (4) Stamp Issuing Agency

Enter in this space the address of the Stamp Custodian's office, complete as to street, number, city and state.

- (5) By

The signature of the Stamp Custodian must appear in this space.

- (6) Received Blue Surplus Food Order Stamps in the Amount of

The representative of the project must be required to enter the amount of stamps received. This amount must be the same as authorized on Line 12 and shown as issued by the Stamp Custodian on Line 15.

- (7) Authorized Representative of Sponsoring Agency

The representative of the project must be required to sign in this space. This must be the signature of the person previously signing as the project representative on Line 10.

- (8) Date

The representative of the project must be required to enter the date on which stamps are received. This should always be the same date entered by the Stamp

Custodian on Line 16.

(9) Issuance to Project by Mail from Stamp Custodian's Office

When the Stamp Custodian receives DL-40 from the Surplus Marketing Administration with postage stamps attached the following steps shall be taken to issue the blue food stamps and complete the DL-40:

(a) Blue Stamps Issued in Amount of

Enter the dollar value of blue only stamps being issued. In all cases this must be the same amount as authorized on the DL-40, Line 12.

(b) Date

Enter the date on which the stamps are mailed.

(c) Stamp Issuing Agency

Enter the address of the Stamp Custodian's office, complete as to street, number, city and state.

(d) By

The signature of the Stamp Custodian and a second administrative employee must appear in this space.

(e) Mailing

Lines 19, 20 and 21, shall be left blank. However, attached to the DL-40 shall be the Post Office Registry Receipt issued at the time stamps are mailed. This registry receipt will be accepted by the Surplus Marketing Administration as evidence of delivery.

A franked (postage free) envelope shall be addressed to the sponsoring agency (see line 9), attention name of project (see line 4) (where it differs from the name of sponsoring agency), and/or attention the person signing on line 10, where the name is legible, at the address shown on the DL-40, line 11.

The stamp books selected by the Stamp Custodian shall be checked jointly by the Stamp Custodian and one other administrative employee, jointly placed in the addressed envelope and sealed, and then jointly mailed in the following manner:

Using the postage stamps furnished by the

Surplus Marketing Administration, the envelope shall be registered for a nominal value of five(\$5.00) dollars regardless of the actual value of the stamps it contains, whether more or less than five dollars.

Care must be taken so that stamps used for registry purposes are not placed over any part of the penalty statement on the envelope(i.e. "Penalty for Private Use to Avoid Payment of Postage \$300") so that regular first class postal charges will not be necessary.

c. Reporting and Filing Procedure

Issuance of blue only stamp books shall be reported daily by the Stamp Custodian on Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1. Attached to the Stamp Custodian's office copy of this report shall be the completed forms DL-40 supporting such issuance.

Total issuance of blue only stamps shall be reported on Monthly Participation Report, SMA 464, by the Stamp Custodians in Los Angeles and San Francisco.

d. Limitations

Blue only stamp books will not be furnished to Stamp Issuing offices. All issuance must originate with and be completed by the Stamp Custodian.

DL-40 authorizes only one issuance of stamps. The Surplus Marketing Administration must submit DL-40, as outlined above, for each and every subsequent issuance to the same project.

The Stamp Custodian is not responsible for determining the amount of blue only stamps to be issued. The Surplus Marketing Administration always will authorize the amount of issuance.

2-510 Policy 2-510

- a. In order to best serve all families certified as eligible to participate in the Stamp Plan, Stamp Issuing Offices have been established in locations accessible to the greatest number of eligibles within the areas opened to the Stamp Plan.
- b. Eligible participants may purchase food and cotton Stamps over the counter in these Stamp Issuing Offices.
- c. Eligible participants who do not desire to purchase stamps "over-the-counter" because of the distance of their residence from the Stamp Issuing Office or for any other valid reason may purchase stamps by mail order,
- d. Procedures for the issuance of food and cotton stamps by both the "over-the-counter" and "mail order" methods are included in Section 2-520 and 2-530 respectively.

The following issuance procedure, in the sequence given, shall be used for the issuance of stamps to eligibles calling in person in person or through an agent at Stamp Issuing Offices:

- a. The eligible shall be required to present his Identification Card, FSC 463b, to the qualifier (a WPA employee). If an agent is sent, the agent must present also an Authorization of Agent, SMA 472, the first time he appears to purchase stamps.
- b. The qualifier shall use the Identification Card to locate the eligible's Office Record Card, SMA 465. If an Office Record Card is not in the active file, no stamps may be issued.
- c. The qualifier shall secure the signature of the eligible, or his agent, in the space provided on the Office Record Card if that card has not already been signed by the eligible or that agent. This signature must be obtained before the first issuance of stamps.
- d. The qualifier shall ask the eligible how many stamps he desires. If this amount is within the limits of the prescribed minimum and maximum as shown on the Office Record Card, the qualifier shall enter in the next available space in the body of the Office Record Card, (1) date, (2) amount of stamps to be purchased (in dollars), and (3) initials of the qualifier. For example: "3-12-42 12 XYZ".
- e. The qualifier shall then return the Identification Card to the purchaser and advise him to proceed to the cashier's window.
- f. The qualifier then shall pass the Office Record Card directly to the selling cashier.
- g. The cashier shall check the qualifier's entry to make certain the requested sale is within the range shown on the Office Record Card.
- h. The cashier shall obtain the purchaser's Identification Card and the money for purchase of stamps and shall check the SMA number on the Identification Card with the Office Record Card to avoid errors which might otherwise occur if purchasers got out of line.
- i. The cashier shall select the stamp books to be issued in the amount paid for by the purchaser.
- j. The cashier shall enter in the space in the body of the Office Record Card immediately following the qualifier's entry (d above) the prefix designation of each stamp book issued and the issuing cashier's initials. For example, 3/12/42 12 6-B (2) ABC would indicate the issuance of two Series 6B orange and blue combination stamp books by cashier ABC on 3/12/42.
- k. The cashier then shall return the Identification Card to the eligible advising him to step to the window of the record clerk (a WPA Employee).
- l. The cashier shall pass the Office Record Card and the stamp books directly to the record clerk.
- m. The record clerk shall check the cashier's entry against the qualifier's entry and against the actual stamp books received from the cashier.
- n. The record clerk shall enter the name of the eligible as shown on the Office Record Card on the front cover of each stamp book being issued.

- o. The record clerk shall require the purchaser to present his Identification Card and check it with the Office Record Card.
- p. The record clerk then shall hand the Identification Card with the stamp books to the purchaser,
- q. The record clerk shall place the Office Record Card in the "day file" box or basket from which cards shall be removed only by the statistician (another WPA employee).

2-530 "Mail Order" Issuance 2-530

Persons certified as eligible to purchase food and cotton order stamps and who find it inconvenient to appear at Stamp Issuing Offices to make their purchases because of distance, excessive transportation costs, illness, etc., are permitted to purchase by mail order.

2-531 Mail Order Offices 2-531

Stamp Issuing Offices which render mail order service have been established in convenient locations in Los Angeles county and in other counties throughout that part of the State in which the Stamp Plan has been established.

2-532 Purchase Orders 2-532

When persons determined eligible to participate in the Stamp Plan indicate a desire to purchase by mail a mail order purchase form SP 545 A for food stamps and/or SP 545 B for cotton stamps shall be prepared. The form should then be mailed to participant in a large franked envelope, containing an envelope bearing the address of the Stamp Issuing Office where his remittance should be sent. Postage for the return envelope must be provided by the purchaser.

- a. This form shall be used in connection with sale of food stamps by mail order.
- b. The facsimile form included in the Manual has been numbered to assist in the interpretation of instructions for its completion by typewriter as follows:
 - (1) Enter participant's SMA number. This information is available on the Office Record Card.
 - (2) Enter first the participant's last name, first name, and middle initial.
 - (3) Enter the amount in dollars that participant may still purchase to equal his monthly maximum. (This entry shall be made only on the SP 545 A sent to participants for the second half of the month entered under (4).)
 - (4) Enter the month in which purchase must be made. Usually SP 545 A is originated in the month preceding the month of purchase.
 - (5) Enter the minimum amount the participant may purchase in the month entered under (4).
 - (6) Enter the maximum amount the participant may purchase in the month entered under (4).
 - (7) Leave blank for participant to enter the amount he wishes to purchase.
 - (8) Leave blank for participant's signature.
 - (9) Leave blank for participant to insert his address.
 - (10) Leave blank. These entries are to be made after the SP 545 A is returned by the participant.

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION

APPLICATION FOR PURCHASE OF FOOD ORDER STAMPS BY MAIL

I certify that I am familiar with the rules and regulations governing the use of Orange Food Order Stamps and Blue Surplus Food Order Stamps which I am certified as eligible to receive. I further certify that I will not make and have not made any use of Food Order Stamps received other than that authorized by law.

(1) SMA # _____

(2) _____
Participant's Name

(3) You may still purchase not more than _____ to reach your maximum for this month.

(4) You may buy for the month of

_____ 1942

(8) _____
(Signature of Eligible)

Not less than Not more than

(5) \$ _____ (6) \$ _____

(9) _____
(street number)

_____ (city)

If you receive your check each two weeks, you may purchase half the above amounts each two weeks.

Please send me, by return mail at my own risk, the amount of orange food order stamps shown in square at the right.....

(7) This Order
\$ _____

Make money order or cashier's check payable to State Department of Social Welfare, Stamp Plan.

CASH WILL NOT BE ACCEPTED

(10) Eligible Do Not Use This Space

Register No.

Book Cashier

Book Number _____

Mailing Clerk _____

M.O.# _____

Cashier in Charge _____

RETURN THIS FORM WITH YOUR REMITTANCE

2-535 Application for Purchase of Cotton Order Stamps by
Mail, SP 545 B 2-535

The procedure for the completion of this form shall be the same
as for SP 545 A.

SP 545 B is printed on buff paper to distinguish it from
SP 545 A.

APPLICATION FOR PURCHASE OF COTTON ORDER STAMPS BY MAILCOTTON STAMPS ONLY

SMA # _____

Participant's Name _____

I certify that I am familiar with the rules and regulations governing the use of green cotton stamps and brown surplus cotton stamps which I am certified as eligible to receive. I further certify that I will not make and have not made any use of cotton order stamps received other than that authorized by law.

You may still purchase not more than \$ to reach your maximum for this month

You may buy for the month

(Signature of Eligible)

_____ to _____ 1942

(Street Number)_____
(City)

Not less than

Not more than

\$\$

Please send me, by return mail, at my own risk, the amount of green stamps shown in the square at the right.....

This Order

\$

Mail Money Order payable to Department of Social Welfare, Stamp Plan.

Cash will not be accepted

Eligible do not use this space

Register No.

Book Cashier

Book Numbers _____

Mailing Clerk _____

M.O.# _____

2-537 Receiving and Numbering Mail 2-537

- a. In all locations where Stamp Issuing offices handle mail orders it is the responsibility of the cashier in charge of the office to pick up the mail from a rented post office box.
- b. Immediately upon his return to the Stamp Issuing office the cashier in charge shall stamp with a serial number and date each piece of mail received on the outside of the envelope before it is opened. The imprint shall consist of a six digit serial number representing the date of receipt and the number of each item received. For example, the first piece of mail received on the ninth of a month would be 090001, the second piece would be 090002. It will not be necessary to designate the month by number as there is sufficient other identifying information on the envelope and documents to evidence the month of receipt.

2-538 Opening and Registering Mail 2-538

- a. After all envelopes received have been numbered, opening and registering of mail shall start with piece --0001 and continue in numerical sequence.
- b. Envelopes must be opened by the cashier in charge in the presence of another administrative employee. Material contained in an envelope then must be sorted and stapled together in the following order.
 - (1) Money order or cashier's check.
 - (2) Order form SP 545 A and/or SP 545 B. (If a SP 545 A and/or SP 545 B has not been enclosed by the purchaser, the cashier in charge shall initiate one at this time to serve as a posting medium.)
 - (3) Correspondence.
 - (4) Envelope
- c. Information as to the material contained in envelope will then be posted to the first four columns of Register of Mail Order Receipts and Stamp Book Sales, SP 21. During the process of this posting, the cashier shall check carefully the amount of cashier's check or money order with the amount stated on SP 545 A and SP 545 B circling the amount on those forms in red when it agrees with amount of the remittance. He also shall post at this time the register number to the SP 545 A and/or SP 545 B and to the money order or cashier's check.
- d. If two or more separate orders are received in one envelope, one registration number will be used with a suffixes of "A", "B", "C" etc. so that all orders received in one envelope can be associated with each other.
- e. Where one money order is received to cover two or more cases, the serial number of the money order shall also be duplicated for each case followed by the suffix "A", "B", "C", etc. The amount of the money order shall be recorded only with the entry for the first case. This shall be followed by ditto marks for each additional case.
- f. If a letter from a person certified contains only correspondence, the registration number and SIA number (or name in lieu thereof) shall be posted on the register with the abbreviation "C" inserted in the money order number column and a dash entered in the amount column to indicate no cash was received.

- g. In cases where stamps cannot be issued because the check or money order is made to the wrong payee or in an amount which would cause an issuance under the minimum or over the maximum the cashier will not post in column headed "Amount Received" but will post the proper entrees under the heading "Transferred to Adjustment Sheet."
- h. When each piece of mail has been posted to the register under proper number, correspondence cases and adjustment cases thus far encountered shall be separated and the latter posted to adjustment sheet. Entries shall simultaneously be made on register under heading "Transferred to Adjustment Sheet" as follows:
- (1) Date
 - (2) Adjustment sheet page number.
 - (3) Adjustment sheet page line.
 - (4) Check number.
 - (5) Amount
- i. The cashier in charge shall leave all papers (including money orders or cashier's checks) clipped to the adjustment cases set aside pending proper disposition.
- j. After the separation of correspondence and adjustment cases has been completed, the cashier shall detach money orders and cashier's checks from the other cases. The total of these detached remittances must agree with the total posted in "Amount Rec'd" column on register. The total of the remittances posted to the adjustment sheet must agree with the total of checks and money orders held by the cashier for adjustment.

2-539 Qualifying Procedure 2-539

- a. When the procedure of receiving, registering, opening and sorting of mail has been completed, the SP 545 A's and/or SP 545 B's not needing adjustment, with all papers attached that refer to the case (except the remittance) together with a copy of the register shall be routed to the clerical staff designated as qualifiers.
- b. The qualifier checks the eligibility of each case for purchase by:
- (1) Comparing the SMA number on the Office Record Card with that on the SP 545 A and/or SP 545 B
 - (2) Posting any address changes to the Office Record Card.
 - (3) Checking the date and amount of the last sale.
 - (4) Initiating a new SP 545 A and/or SP 545B for the next period.
- c. If during the process of qualifying it is discovered that filling an order would create an under-sale or over-sale, one of the following codes shall be entered at the bottom of the SP 545 A and/or SP 545 B by the qualifier:
- (1) For over-purchase of food, (OPF)
 - (2) For under-purchase of food, (UPF)
 - (3) For over-purchase of cotton, (OPC)
 - (4) For under-purchase of cotton, (UPC)

- d. On such cases the qualifier also shall draw a line through the entries for that order in the second and third columns of the register of receipts and shall make proper entries in the columns under "Transf'd to Adjustment Shoot."
- e. The qualifier shall attach, on all cases given him to qualify, the Office Record Card to the other documents of the case (including a SP 545-A and/or SP 545 B for the next purchase an envelope addressed to purchaser and a return addressed envelope) and route these papers to the cashier in charge for stamp sales.

- a. The cashier will check the returned documents with the register, remove documents on cases to which the qualifier has determined no sales can be made, will attach thereto the money order or check bearing the corresponding register number and will lay aside for further disposition. He shall then correct the total of the amount columns, shall post the additional "no sale" cases to the adjustment sheet. The new total of the amount column on the adjustment sheet must equal the total of remittances to be returned to purchasers.
- b. After checking the Office Record Cards and the register to determine the correct amount of sales and proper entries, the cashier shall route the documents with register sheet to an assistant cashier, who shall make the proper sales. The selling (assistant) cashier shall attach the proper amount of stamp books to the set of documents for each case and enter the amount of the sale in the "Books Issued" column of the register. He shall record also the amount of the sale in the proper space on the SP 545 A and/or SP 545 B. The total of the "Books Issued" column must agree with total of "Amount Rec'd" column on the register and with the total value of the stamp books attached to individual cases.
- c. The cashier in charge shall check with the selling cashier the total value of stamp books included in the mail order sales and give the selling cashier a receipt for their total cash value. This receipt shall be signed by both the selling cashier and the cashier in charge.

2-541 Postings to Work Sheets and Statistical Reports 2-541

Postings to statistical work sheets will be made from Office Record Cards after sales have been completed and checked, and stamp books have been enclosed in outgoing envelopes. It is not necessary to separate mail order sales from counter sales for making daily postings to work sheets.

2-542 Enclosing Material in Envelope and Mailing 2-542

- a. The cashier in charge of the office shall enclose stamp books in the outgoing envelopes together with a SP 545 A and/or SP 545 B and shall seal the envelopes. Stuffing and sealing of envelopes must be performed in the presence of the selling cashier or in the presence of an administrative employee.
- b. During the process of placing stamp books in the envelope, the value of stamp books shall be compared with the value posted on the register. Both employees shall initial register as a correct listing of stamps sold.
- c. The outgoing envelopes shall be large white franked ones furnished by the Surplus Marketing Administration. When addressing these envelopes the following code must be typed on the lower right-hand corner:

- (1) Sales register number.
- (2) SMA or ID number.
- (3) The amount of food and/or cotton stamp sales.

For example; 4-139685-F6-C2, indicates a sale appearing on register sheet line 4; to SMA number 139685 in the amount of \$6.00 for food stamps and \$2.00 for cotton stamps.

2-543 Delivery of Mail 2-543

Mail containing stamp books must be delivered personally to the post office or branch post office by the cashier in charge of the office.

2-544 Disposition of Non-sale Remittances 2-544

- a. The cashier in charge of the office shall return daily to participants all post office money orders and cashier's checks received in the mail which cannot be used to complete a sale. The returned remittance shall be accompanied by a letter of explanation or instruction. Usually a form letter may be used in advising the applicant of reason for return of his remittance. Mimeographed letters covering this subject will be forwarded to all Stamp Issuing offices in the near future.
- b. Remittances will be returned for the following reasons:
 - (1) Money order or check is in excess of amount participant can purchase.
 - (2) Money order or check is not in sufficient amount to cover minimum purchase.
 - (3) Money order or check is made out to incorrect payee.
 - (4) Money order or check is for one-half month's purchase when full month's minimum must be purchased.
 - (5) Person transmitting remittance is not eligible to purchase.

2-545 Filing of Mail Order Documents 2-545

All papers related to each day's mail order sales must be filed together with counter sales documents in a dated manila folder. Documents shall be arranged in the following order:

- a. Register of Mail Order Receipt and Stamp Book Sales, SP 21, sheets arranged by page number.
- b. Purchase orders, SP 545 A and/or SP 545 B's, with envelopes attached arranged by SMA number.
- c. Daily Stamp Book Control Record, SP 20.
- d. Cashier's copy of Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1.

To facilitate audit and review of a day's business it is important that this prescribed arrangement of documents be complied with closely.

2-546 Register of Mail Order Receipts and Stamp Book Sales
SP 21.

2-546

- a. Numbering of pages.
Pages of this form are to be numbered consecutively. No pages should be destroyed. If an error is made which would necessitate the origination of a new page, the notation "Void" must be made on the page being replaced. The voided page shall be filed in proper numerical sequence with other forms.

Space is also provided for numbering each page of this report as it relates to daily sales transactions. For example;

Page 2 of 8 pages would indicate that a page is the second of a total of eight pages included in one day's mail order sales transactions.

b. Completion of Form.

Columns on the sample form have been numbered to assist in the interpretation of the following instructions:

Column 1: Reg'd No. Enter the number assigned each mail order sales transaction commencing with number "1" each day.

Column 2: Amount Rec'd. Enter the amount of the remittance.

Column 3: P.O.M.O., Bank Dft., C.C. Enter the serial number appearing on the post office money order, bank draft, or cashier's check.

Column 4: SMA No. Enter purchaser's SMA number. Enter "C" if correspondence only is received.

Column 5: Books Issued, Food. Enter the total value of food stamp books issued.

Column 6: Books Issued, Cotton. Enter total value of cotton stamp books issued.

Column 7: Date. Enter date that register information is transferred to adjustment sheet.

Column 8: Page. Enter adjustment sheet page number.

Column 9: Line. Enter adjustment sheet line number.

Column 10: Chk. No. Enter serial number appearing on the post office money orders, bank drafts, or cashier's checks held for adjustment.

Column 11: Amount. Enter the amount of each remittance held for adjustment. On the line captioned "total" at bottom of sheet, enter the total of columns 2, 5, 6 and 11. Each sheet shall be signed by the cashier in charge, or both the selling cashier and the cashier in charge.

2-547 Mail Order Adjustment Sheet, SP 22 2-547

a. Numbering of Pages.

Pages of this form are numbered consecutively. No page shall be destroyed. If an error is made which would necessitate the origination of a new page, the notation "Void" must be made on the page being replaced. The voided page shall be filed in proper numerical sequence with other forms. Should it be necessary to use two or more forms in order to complete the recording of any one day's sales, pages must be numbered in the space provided, as Page 2 of 2 Pages, etc.

b. Compilation of Forms.

The facsimile of this form has been numbered by column to assist in the interpretation of the following instructions:

Column 1: Dated. Enter date of register sheet from which transaction is transferred.

Column 2: Page #. Enter page number of register sheet from which transaction is transferred.

Column 3: Reg. #. Enter number of register sheet from which transaction is transferred.

Column 4: Amount. Enter amount of remittance.

Column 5: SMA #. Enter SMA number

Column 6: Sold Date. Enter date actual sale is made.

Column 7: Sold Amount. Enter amount of actual sale. This may be a greater or smaller amount than that recorded in Column 4.

Column 8: Returned Date. Enter the date that remittance is returned to purchaser when it is determined that sale cannot be made.

Column 9: Returned Amount. Enter amount of the remittance returned.

Column 10: Posting Initial. The person recording transfers from the register shall enter his initials in this column after each transfer posted.

Column 11: Sold Initial. The selling cashier shall enter his initials in this column at the time a sale is made to each case transferred from the register.

Two spaces have been provided for each adjustment transaction. The second line shall be used for entering any statement relative to the adjustment that should be made a part of the record.

No. _____
PAGE _____ OF _____ PAGES

LOCATION _____ DATE _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------

[illegible]

STATE DEPARTMENT OF SOCIAL WELFARE
DIVISION OF COMMODITY DISTRIBUTION
STAMP PLAN

No. _____

PAGE _____ OF _____ PAGES

MAIL ORDER ADJUSTMENT SHEET

LOCATION _____

DATE _____

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11)

	TRANSFERRED FROM REGISTER					SOLD		RETURNED		POSTED	SOLD
	DATE	PAGE #	REG.#	AMOUNT	SMA #	DATE	AMOUNT	DATE	AMOUNT	INITIAL	INITIAL
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

In the interest of uniformity, forms have been devised to assist in the daily accumulation of accounting and statistical data needed for the completion of reports required by the State Department of Social Welfare and Surplus Marketing Administration.

These forms are:

- a. Daily Work Sheet, SP 8
- b. Daily Statistical Report Recapitulation Sheet, SP 8 A.
- c. Tally Sheet of Eligible Caseload, SP 9.
- d. Cashier's Daily Report of Cash Collections, SP 4.
- e. Daily Statement of Money Deposited in Store Safe or Bank, SP 362.
- f. Cashier's Daily Stamp Book Control Record, SP 20.

A record of each sales transaction must be entered on this daily work sheet. Daily sales totals by classification are then posted to Daily Statistical Report Recapitulation Sheet, SP 8A. This recapitulation sheet is totaled at the end of each month and furnishes participating caseload and sales data for statistical reports required by the Surplus Marketing Administration.

a. General Information:

- (1) Each month except March, June, September and December SP 8 shall be used to classify participating caseload and sales by Income Group only. Therefore, the twelve columns shall be headed A through L and no entry shall be made on the line following the caption "Income Group" in the upper left-hand corner of the work sheet.
- (2) SP 8's for March, June, September, and December shall be headed 1 through 12 (to individual size of family) and the letter to indicate the Income Group shall be entered on the line following the caption "Income Group" in the upper left-hand corner of the work sheet. Separate work sheets, therefore, will be prepared for each Income Group.

SP 8's for March, June, September and December shall also be used to classify participating caseload and sales by category of assistance only. Therefore, on a work sheet the columns shall be headed with the nine categories of assistance and no entry shall be made in the line following the caption "Income Group" in the upper left-hand corner of the work sheet.

b. Completion of form:

The day following that on which a sale is made to a case the record clerk shall enter on Daily Work Sheet, SP 8's, information from the Office Record Card as to sale. In posting to Daily Work Sheets, SP 8's, for the months of March, June, September and December the record clerk should first sort the Office Record Cards by Income Group so that it will be necessary to work with only one work sheet at a time.

- (1) Date: Enter date of sale.
- (2) County: Enter county covered by the work sheet. Statistical reports require data by counties. Therefore participating caseload and sales data must be posted to separate work sheets for each county.
- (3) Sheet No. of Sheets: Enter the total number of sheets used during the day or during the day for each Income Group (March, June, September and December reports only) and also the number of the sheet in its relation to the total number of sheets: e.g., Sheet No. 3 of 9 Sheets.
- (4) Income Group: Leave blank except when posting data in March, June, September and December by Income Group and family size within each Income Group.
- (5) SMA No.: Enter the SMA number of the case purchasing stamps. This column shall be left blank on the

classification of participating caseload and sales by category in March, June, September and December because such work sheet may be considered solely a statistical report while other work sheets serve as both a source of statistics and a register of daily sales. Because SMA No. shall not be entered one line may be used for more than one sale.

- (6) Blank Rectangle: Head columns as instructed in Section 2-610 a.
- (7) P: Enter the number of persons in the case.
- (8) F: Enter in dollars the amount of orange food stamps sold the participant. Encircle the amount if the case has already purchased food stamps during the month.
- (9) C: Enter in dollars the amount of green cotton stamps sold the participant. Encircle this amount if the case has already purchased cotton stamps during the month. (Stamp Issuing Offices in Los Angeles county shall asterisk(*) the amount of green cotton stamps sold participants to whom three free brown stamps were issued for each green stamp purchased.)
- (10) Totals:
 - (a) Cases: For food stamps enter the number of entries in the "P" column for which the entry in the "F" column is not encircled. For cotton stamps enter the number of entries in the "P" column for which the entry in the "C" column is not encircled.
 - (b) Persons: For food stamps enter the total number of persons in the "P" column for which the entry in the "F" column is not encircled. For cotton stamps enter the total number of persons in the "P" column for which the entry in the "C" column is not encircled.
 - (c) Sales: For food stamps enter the total of all entries including encircled entries in the "F" column. For cotton stamps enter the total of all entries including encircled entries in the "C" column.
 - (d) Free Stamps: For food stamps no entries shall be made because the 2 to 1 ratio prevails between sales and free stamps. For cotton stamps no entries shall be made in counties other than Los Angeles county because the 1 to 1 ratio prevails between sales and free stamps in those counties. However, in Los Angeles county an entry should be made. This entry should be the total of all entries including encircled entries in the "C" column plus two times the entries asterisked.
 - (e) Disposition of form: This work sheet shall be prepared in original only, its totals shall be posted daily to SF 8-A, and it shall be filed with daily accounting documents.
(See Section 611 for an illustration of how entries should be made and totaled on SP 8.)

COUNTY LOS ANGELES

SHEET 1 OF 2 SHEETS

PREPARE IN ORIGINAL ONLY AND RETAIN IN OFFICE.

Daily participating caseload and sales totals by classification as shown on Daily Work Sheet, SP 8, shall be posted to Daily Statistical Report Recapitulation Sheet, SP 8 A. The recapitulation sheet is totaled at the end of each month and furnishes data for statistical reports required by the Surplus Marketing Administration.

a. General Information:

- (1) Each month except March, June, September and December SP 8 A shall be used to accumulate daily participating caseload and sales data by Income Group only. Therefore, the columns shall be headed A through L and no entry shall be made on the line following the caption "Income Group" in the upper left-hand corner of the recapitulation sheet. Since there are only four columns on SP 8 A, three sheets are needed to provide for the twelve Income Groups.
- (2) SP 8 A's for March, June, September and December shall be used to accumulate participating caseload and sales by Income Group and by size of family within each Income Group. Therefore the columns shall be headed 1 through 12 (to indicate size of family) and the letter indicating the Income Group shall be entered on the line following the caption "Income Group" in the upper-left hand corner of the recapitulation sheet. Separate work sheets, therefore, will be prepared for each Income Group. Since there are only four columns on SP 8 A, three sheets are needed to provide for the twelve family sizes in each Income Group. As there are twelve Income Groups, thirty six recapitulation sheets will be used for March, June, September and December to determine caseload and sales by Income Group and by family size within each Income Group.

SP 8 A's for March, June, September and December also shall be used to accumulate participating caseload and sales by category of assistance only. Therefore, on three separate recapitulation sheets the columns should be headed with the nine categories of assistance. On these sheets no entry should be made on the line following the caption "Income Group" in the upper left-hand corner of the recapitulation sheet.

b. Completion of form:

- (1) Month: Enter month covered by recapitulation.
- (2) County: Enter county covered by the recapitulation sheet. Statistical reports require data by counties. Therefore, participating caseload and sales data must be posted to separate recapitulation sheets for each county.
- (3) Income Group: Leave blank except when recapitulation is for March, June, September and December by Income Group and family size within each Income Group.

- (4) Food cases, persons, sales; Cotton, cases, persons, sales, free stamps: Post daily totals from Daily Work Sheets, SP 8's.
- (5) Totals: Total at end of month.

c. Disposition of form:

This recapitulation sheet shall be prepared in original only and shall remain a part of the Stamp Issuing Office records except in Los Angeles county where it shall be forwarded so as to reach the Statistical Unit at 2210 West Temple Street, Los Angeles by the second of the month following the month concerned.

2-621 ILLUSTRATION OF SP 8 A 2-621
DAILY STATISTICAL REPORT RECAPITULATION SHEET

INCOME GROUP _____

MONTH _____

COUNTY _____

D A T E	F O O D				C O T T O N				F O O D				C O T T O N				F O O D				C O T T O N				F O O D				C O T T O N			
	C	P	S		C	P	S	FS	C	P	S		C	P	S	FS	C	P	S		C	P	S	FS	C	P	S		C	P	S	FS
	A S E S	P E R S O N S	S A L E S		C A S E S	P E R S O N S	S A L E S	R T E A E M P S	C A S E S	P E R S O N S	S A L E S		C A S E S	P E R S O N S	S A L E S	R T E A E M P S	C A S E S	P E R S O N S	S A L E S		C A S E S	P E R S O N S	S A L E S		C A S E S	P E R S O N S	S A L E S	R T E A E M P S				
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PREPARE IN ORIGINAL ONLY AND RETAIN IN OFFICE (IN L.A. COUNTY FORWARD THIS FORM TO STATISTICAL UNIT 2210 W. TEMPLE ST. LOS ANGELES)

SP 8 A

2-621 ILLUSTRATION OF SP 8 A 2-621

MONTH

COUNTY

[illegible]

PREPARE IN ORIGINAL ONLY AND RETAIN IN OFFICE (IN L.A. COUNTY FORWARD THIS FORM TO STATISTICAL UNIT 2210 W. TEMPLE ST., LOS ANGELES)

210 SHEET

a. General Information:
Statistical reports require:

- (1) Each month except March, June, September and December the number of cases and persons eligible during the month by Income Group in each county.
- (2) For the months of March, June, September and December the number of cases and persons eligible during the month by Income Group and family size within each Income Group in each county. Also the number of cases and persons eligible during the month by category only in each county.

Previously information was also required on case movement between the various classifications. Elimination of this statistical reporting requirement by the Surplus Marketing Administration makes possible the elimination of the existing SP 9 work sheets whereby transfers among classification were posted daily.

Eligible caseload statistics shall be obtained by taking an inventory of the active Office Record Card file at the end of each month and also inventorying those cards removed from that file during the month because of cancellations or suspensions during the month. (Such cases shall be identified in the inactive file by placing a gem clip over the top of the card.) In large Stamp Issuing Offices this inventory can be commenced a few days prior to the end of the month provided controls are kept to prevent counting a card twice or omitting the counting of a card.

In counting cases, count them in the office category, income group, or family size in which they are at the time the count is taken regardless of what the office category, income group or family size was when the sale was made.

Tally Sheet of Eligible Caseload, SP 9, shall be used in tallying the inventory.

b. Completion of form:

- (1) Month: Enter the month covered by tally sheet.
- (2) County: Enter county covered by the recapitulation sheet. Statistical reports require data by counties. Therefore, eligible caseload data must be tallied on separate tally sheets for each county.
- (3) Blank rectangle: Sp 9 provides twenty-four columns. Each month except March, June, September and December the Stamp Issuing Office should enter in the blank rectangles on each side of the double line the letters A through L, thus:

ABCDEFGHIJKL

ABCDEFGHIJKL

For March, June, September and December the

Stamp Issuing Office should enter the Income Groups on one side of the double line and the categories on the other side and should post simultaneously to both sides.

(4) Totals:

Cases: Enter the number of entries made in the column.

Persons: Enter the sum of the persons shown in entries in the column. This procedure suffices for the determination of the number of eligible cases and persons in each Income Group and also in each category. However, to determine the number of eligible cases by Income Group and size of family it is necessary to count the number of 1 person, 2 persons, 3 persons, etc. families tallied under an Income Group. Then multiply the number of cases by the size of the case to determine the number of persons in such cases. Cases of 12 and over shall be posted and counted as 12. The sum of the number of persons in one person, two person, three person, etc. families must equal the total number of persons shown for all family sizes in the column.

c. Disposition of form:

The tally sheet shall be prepared in original only and shall remain a part of the Stamp Issuing Office accounting files. Stamp Issuing Offices in Los Angeles county will inform the Statistical Unit at 2210 West Temple Street, Los Angeles by memorandum of the information on cases and persons eligible required as mentioned in Section 2-630 (a) (1) and (2). (See Section 2-631 for an illustration of SP 9 showing how entries should be made and accumulated on this tally sheet. For tally by size of family count the **number** of each family size in each column).

MONTH

COUNTRY

3. TO BE KEPT IN ORIGINAL ONLY AND RETAIN IN OFFICE.

2-640 Cashier's Daily Report of Cash Collections SP' 4' 2-640

- a. This form shall be used only when two or more cashiers are employed in the same office. It shall be completed in duplicate. The original shall be retained by the cashier in charge; the duplicate shall be retained by the selling cashier.
- b. To avoid the accumulation of large amounts of cash in selling cashier's money drawers, the cashier in charge shall collect cash from the selling cashiers at least once each hour during heavy selling periods and as often as necessary during lighter selling periods.
- c. When cash is collected from the selling cashier by the cashier in charge, the amount collected shall be entered in the "Amount Collected" column of both copies of report, and both the cashier in charge and the selling cashier shall sign in the proper columns.

a. Amount of Deposit.

b. In Safe.

c. In Bank.

d. Time Deposited.

e. Signature of Cashier in Charge.

Cashier in charge shall sign after each entry.

This form is for the use of the cashier in charge and selling cashiers to record daily transactions in stamp books. This report is not required in offices of one cashier only.

a. Origination of Form.

- (1) The cashier in charge shall enter on line 1, at the beginning of each day the number of stamp books issued to the selling cashier in Cage 1. The carbon copy shall be signed by cashier in charge and given to the selling cashier when books are issued. The selling cashier shall sign the original and return it to the cashier in charge.
- (2) This procedure shall be repeated at the time the opening issue is made to other selling cashiers. When all opening issues are made, each selling cashier will have a duplicate copy of SP 20 showing the number of stamp books issued only to him.
- (3) The original copy retained by the cashier in charge will show issues to all selling cashiers.
- (4) The original copy of this form shall be filed by the cashier in charge as a part of the daily accounting for stamps issued and must be available at all times to auditors of the State Department of Social Welfare and to the Surplus Marketing Administration.
- (5) Duplicate copies shall be retained by selling cashiers.

b. Instructions for Completing form.

The facsimile copy has been numbered to assist in the interpretation of instructions for its preparation:

- (1) Line 1. Opening Inventory: Enter under each denomination within each series the number of books issued to each selling cashier at the beginning of the day.
- (2) Line 2. (A, B, C, D and E. Books Rec'd this Date: Enter the number of stamp books of each denomination within each series issued to each selling cashier during the day.
- (3) Line 3. Total: Enter for each denominations within each series the totals of lines 1 and 2.
- (4) Line 4. Closing Inventory of Books returned to Cashier in Charge: Enter number of books of each denomination within each series not sold during day and returned to cashier in charge.

Under caption "Signature" on this line, the cashier in charge shall sign both the original and selling cashier's copy. This shall act as the selling cashier's receipt for books returned.

- (5) Line 5. Sales by Count: Entered under each denomination within each series figures obtained by subtracting line 4 from line 3. The result represents the number of books sold of each denomination in each series.
- (6) Line 6. Sales Value: Enter the sales value in dollars of each stamp book denomination in each series, total across, and enter the grand total after the caption "Total". This grand total must agree with the total

amount of monies received by selling cashier during the day. It also must agree with total amount collected as shown on the Cashier's Daily Report of Cash Collections, SP 4.

- (7) Lines 7 through 13: These lines are provided for use by the cashier in charge to assist him in compiling figures required on Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1.
- (8) Lines 7, 8 and 9: Enter the total number of books sold in each denomination in each series reported by each selling cashier for the day. (Line 5)
- (9) Line 10: Line 10 is the total of lines 7, 8 and 9. It shows the total number of stamp books in each denomination sold by all selling cashiers combined.
- (10) Lines 11, 12 and 13: Enter the total number of books of each denomination in each series returned by selling cashiers at the close of the day.
- (11) Line 14. Safe: Enter the total number of stamp books of each denomination in each series that remained in safe and were not issued to selling cashiers during the day.
- (12) Line 15. Total: Line 15 is the total of lines 11, 12 13 and 14. It shows the total number of stamp books in each denomination in each series on hand at close of the day.

OFFICE LOCATION _____

DATE _____

STAMP BOOKS ISSUED BY CASHIER IN CHARGE TO SELLING CASHIER.

[illegible]

2-700 REPORTS 2-700

- (1) The Surplus Marketing Administration requires various regular reports relative to operations of the Stamp Plan.
- (2) Special reports may be required from time to time so that special studies may be made.

- (1) The only regular daily report required is Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1

2-711 Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1 2-711

This report is required of each Stamp Issuing Office. In offices where more than one cashier is employed, it is the responsibility of the cashier in charge to complete a combined report covering the activities of all cashiers who sold stamp books during the day.

(a) Numbering.

Reports shall be numbered consecutively without regard to calendar months.

(b) Instructions for Completion of Form.

The attached sample of this form has been numbered by group and column for reference in interpreting the procedural instructions which follow:

Group 1. "A" Series Food Stamp Books: This series consists of books containing orange stamps only. Such books are sold clients together with "B" Series books to reduce the 50% ratio of free blue stamps to a lesser percentage where such reduced ratio is specifically prescribed by the Surplus Marketing Administration.

Group 2. "B" Series Food Stamp Books: Each book in this series contains one free blue stamp for each two orange stamps.

Group 3. "E" Series Cotton Stamp Books: Each book in this series contains one free brown stamp for each green stamp.

Group 4. Blank: This group is left blank for any special series that may be issued. At present it shall be used only by those Stamp Issuing Offices who issue "F" Series Cotton Stamp Books. This series contains only free brown stamps.

Columns: Reporting of serial numbers is no longer required on SMA-INV-1. This will necessitate greater care in counting and recording of stamp books.

Column 1: Enter type of stamp book, e.g., 1A, 2B, 1E, etc.

Columns 2 and 3: List in Column 2 the number of books in each series and denomination on hand at the start of business. List the value of each denomination in Column 3. These figures should always agree with the closing inventory of the previous day's report.

Columns 4 and 5: Enter in Columns 4 and 5 for each series and denomination the total number and sales value of books received during the day.

Columns 6 and 7: No entries shall be made in Columns 6 and 7 until Columns 8 and 9 are completed.

Columns 8 and 9: At the close of business each day, all stamp books on hand must be counted. The total number of books on hand in each series and denomination shall be entered on the lines designated in Column 8. The total

one for each series and denomination shall be entered on the lines designated in Column 9.

Columns 6 and 7: Enter in column 6 and 7 the number of and sales value of books sold of each denomination in each series during the day. Figures in Column 6 always must equal the sum of Columns 2 plus 4 minus 8. Figures in Column 7 always must equal the sum of Columns 3 plus 5 minus 9.

Totals: Total all columns by group and enter totals on lines indicated. Enter in the space provided below Group 4 under Columns 7 and 9 the grand total of the value of all books sold during the day and also the value of all books remaining on hand at the close of the day.

Receipt No. Attached: Stamp Issuing Offices which receive stamp books on requisition directly from the United States Treasury Disbursing Office shall enter the "Requisition No." of the Form No. 1727 d in this space, but shall not attach a copy of the Form 1727 d itself. Offices which receive stamp books from the Stamp Custodian shall enter the number of the order, invoice, or receipt under which stamp books are shipped by the Stamp Custodian, but shall not attach a copy of the order, invoice, or receipt.

Daily cash transactions shall be reported in the space provided at the bottom of the report.

"Cash on Hand from Previous Day" shall be the amount of cash carried over in store safe from the previous day.

Enter under captions "Cash Over" and "Cash Short" cash shown over or short by each individual cashier. Cashiers whose accounts show over or short shall sign report on line provided just below amount of overage or shortage.

Both "Cash Over" and "Cash Short" must be further explained in detail on page 2 or the reverse of the report.

Enter the amount of money deposited in the bank during day covered by report. A duplicate copy of bank deposit slip stamped as such by the bank must be attached to the SMA-INV-1 forwarded the Stamp Custodian.

Enter under "Cash on Hand this Date" the amount of money not deposited in bank at the close of day but carried over to the next day.

Enter under "Total Books and Cash on Hand this Date" separately the total value of books on hand at close of each day and the total value of cash and books on hand.

c. Routing:

- (1) Southern Area Stamp Issuing Offices (Including Stamp Issuing Offices in Los Angeles County:

Original to: Surplus Marketing Administration
District Audit Office
704 South Spring Street
Los Angeles, California

First copy to: State Department of Social Welfare
Division of Commodity Distribution
2210 W. Temple Street
Los Angeles, California
Attention: Stamp Custodian

Retain one copy in Stamp Issuing Office files.

Stamp Issuing Offices in Los Angeles county
shall also send a copy of each SMA-INV-1 to
the Statistical Unit at 2210 West Temple St.
Los Angeles.

(2) Northern Area Stamp Issuing Offices

Original to: Surplus Marketing Administration
District Audit Office
821 Market Street
San Francisco, California

First Copy to: State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, California
Attention: Stamp Custodian

Retain one copy in Stamp Issuing Office file.

- (3) Stamp Custodians shall show on their SMA-INV-1's opening inventories, receipts, issuances, and closing inventories of blue only stamp books and should submit reports only for days on which such stamps are either received or issued. The Southern Stamp Custodian shall route reports in the same manner as the Southern Area Stamp Issuing Offices. The Northern Stamp Custodian shall route them in the same manner as the Northern Area Stamp Issuing Offices.

UNITED STATES DEPARTMENT OF AGRICULTURE
Surplus Marketing Administration

CONSOLIDATED DAILY STAMP INVENTORY AND TRANSACTION REPORT

Stamp Issuing Agency

Office located at

Date

Report No.

***** FOOD STAMP BOOKS *****

(GROUP 1)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Opening Inventory		Receipts		Issuance		Closing Inventory	
Food Series	No. of Books	Orange Value	No. of Books	Orange Value	No. of Books	Orange Value	No. of Books	Orange Value
1A		\$		\$		\$		\$
2A								
3A								
4A								
5A								
6A								
Totals								

(GROUP 2)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2B or A		\$		\$		\$		\$
3B or AB								
4B or B								
6B or C								
8B or D								
10B or E								
Totals								

COTTON STAMP BOOKS

(GROUP 3)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Cotton Series	No. of Books	Green Value	No. of Books	Green Value	No. of Books	Green Value	No. of Books	Green Value
1E or O		\$		\$		\$		\$
2E or P								
3E or Q								
4E or R								
5E or S								
6E or T								
Totals								

[illegible]

- 2 -

2-720 Monthly Reports Required 2-720

(a) Listing of Reports:

Regular monthly reports required are as follows:

- (1) Monthly Report of Stamp Books Issued, SMA 462.
- (2) Monthly Report of Participation, SMA 464.
- (3) Monthly Report of Participation by Family Size, SMA 464 A. (To be submitted for March, June, September and December only.)
- (4) Monthly Report of Participation by Category of Assistance, SMA 464 B. (To be submitted for March, June, September and December only.)
- (5) Official Matter Mailed Free of Postage, SMA 1041.

(b) Reporting Periods:

Regular monthly reports, whether for food or cotton, must cover all transactions for each calendar month.

(c) Due Dates and Routing:

Regular monthly reports must be forwarded by Stamp Issuing Offices so that they will be received by persons concerned (see routing instructions concerning each report) not later than the fifth day of the month following the month covered by the report except, however, SMA 462 should be routed so that it will be received on the fourth of the month.

(d) Signature:

All copies of the regular monthly reports must be signed by the cashier in charge of the Stamp Issuing Office.

This report must be prepared by each Stamp Issuing Office. The cashier in charge shall be responsible for its preparation. The report provides for an analysis by series of the number of stamp books on hand at the beginning of the month, received and issued during the month, and on hand at the end of the month. Columns are also provided for the value of stamps issued during the month. Reports for the food and cotton stamps must be prepared separately.

a. Instructions for Completion of Form.

Area: If the area served by the Stamp Issuing Office is more than one county, each county served must be listed.

Month: Enter the calendar month and year for which the report is submitted.

Food or Cotton: Indicate which program the report concerns by placing the word "Food" or "Cotton" immediately to the right of the month and year.

Column 1. Stamp Book Series: List the prefix designations of the various denominations and types of stamp books involved.

Column 2. On Hand End of Previous Month: Bring forward the figures from Column 4 of the previous month's report. These figures must represent the number of stamp books on hand, not the value of stamps they contain.

Column 3. Received During Month: Enter the net number of stamp books of each denomination and type actually received during the month. Do not count books ordered but not received. Stamp books in transit shall be carried on inventory by the shipping office until a receipted invoice is received by the shipping office bearing a notation by the receiving office as to the date on which such stamps were added to the receiving office's inventory. Much of the possible confusion arising from stamp book transfers can be eliminated if such shipments can be scheduled so that no books are in transit at the end of the calendar month.

Column 4. On Hand at End of Month: Enter the actual physical inventory by denomination and type of all stamp books on hand at the reporting office, plus any stamp books in transit to but not received by another reporting office as of the close of business on the last day of the calendar month. Stamp books in transit in the mails to participants should not be included in this column. Such books should be shown as issues. Stamp books returned by the post office and held by the reporting office should be included in this column. Column 4 must equal Columns 2 plus 3 minus 5.

Column 5. Issued During Month: Enter the number of stamp books by denomination and type issued during the month. These figures must equal Columns 2 plus 3 minus 4. It also must agree with the total of daily issuance figures shown on SMA-INV-1. Stamp books in transit in the mails to participants should be included in this column. Stamp books returned by the post office and held by the reporting office, however, should not be included in this column.

Column 6. Value of Stamps Issued: Enter the orange stamp value of food stamp books and the green stamp value of

cotton stamp books issued during the month to participating cases. These figures may be computed by multiplying the number of stamp books issued (as shown in Column 5) by the stamp book denominations (as shown in Column 1). The total of this column must agree with the total of Column 4 on SMA 464.

Column 7. Value of Stamps Issued: Enter the blue stamp value of food stamp books and the brown stamp value of cotton stamp books issued during the month to participants. These figures may be computed by multiplying the number of stamp books issued (as shown in Column 5) by the value of the "free" stamps contained in the stamp book denominations (as shown in Column 1). The total of this column must agree with the total of Column 5 on SMA 464.

Total: Columns 2 through 7 shall be totaled.

Signature: All copies of this report shall be signed by the cashier in charge of the Stamp Issuing Office.

b. Routing of Form.

Route as follows not later than the third of each month:

(1) Southern Area (Except Los Angeles county)

Original and 3 copies to:

United States Department of Agriculture
Surplus Marketing Administration
704 South Spring Street
Los Angeles, California
Attention: Area Supervisor

One copy to:

State Department of Social Welfare
Division of Commodity Distribution
2210 W. Temple Street
Los Angeles, California
Attention: Stamp Custodian

Retain one copy in office files.

(2) Southern Area (Los Angeles county)

Stamp Issuing Offices in Los Angeles county shall not complete SMA 462. A combined report for all the Stamp Issuing Offices in the county shall be completed by the Statistical Unit at 2210 W. Temple Street, Los Angeles, from accumulated information taken from daily SMA-INV-1's submitted to it by Stamp Issuing Offices.

The number of copies of the combined report to be prepared by the Statistical Unit and the routing of these copies will be the same as for other offices in the Southern Area.

(3) Northern Area

Original and 3 copies to:

United States Department of Agriculture
Surplus Marketing Administration
821 Market Street,
San Francisco, California
Attention: Area Supervisor

One copy to:

State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, California
Attention: Stamp Custodian

Retain one copy in office files.

R1-#217

This report provides an analysis by Income Group of eligible and participating caseload. Separate reports are required for the Food and the Cotton Stamp Plans.

a. Instructions for Completion of Form:

Separate reports are required for each county served by the Stamp Issuing Office.

- (1) Cotton or Food: Indicate which program the report covers by placing an X after the word "Cotton" or "Food."
- (2) Area: Enter location of Stamp Issuing Office making report (street address and city followed by State.)
- (3) Month: Enter calendar month and year for which the report is submitted.
- (4) County: Enter in the space available under the caption "Month" the county for which the report is submitted.
- (5) Income Group: List in this column each Income Group under which persons and households are certified as eligible to participate. Code designations listed under Section 2-725 shall be used to designate income groups.
- (6) Certified During Month:
 - (a) Cases: Enter for each income group listed under column 1, the total number of cases who were eligible to participate at any time during the month, whether or not eligibility was canceled prior to the end of the month. This information can be obtained from the Office Record Card file.
 - (b) Persons: Enter the number of persons contained in the "Cases Certified During Month" column. This information can be obtained by an inventory of the Office Record Card file. Cases of 12 and over should be counted as 12.
- (7) Unduplicated Participants:
 - (a) Cases: Enter for each Income Group listed under column 1 the total number of cases to whom stamps were issued during the month. This information can be obtained from daily work sheets.
 - (b) Persons: Enter for each Income Group listed under column 1 the total number of persons contained in "Unduplicated Participants-Cases." Cases of 12 and over should be counted as 12.
- (8) Orange or Green Value: Enter, by Income Group, the actual value of orange or green stamps issued to participants during the month. This information can be obtained from daily work sheets.
- (9) Blue or Brown Value: Enter, by Income Group, the actual value of blue or brown stamps issued to participants during the month. This information can be obtained from daily work sheets.

(10) Total: Total all columns except column 1.

b. Routing of form:

(1) Southern Area (Except Los Angeles county)

Original and 3 carbons to:

United States Department of Agriculture
Surplus Marketing Administration
704 S. Spring Street
Los Angeles, California
Attention: Area Supervisor

One copy to:

State Department of Social Welfare
Division of Commodity Distribution
2210 West Temple Street
Los Angeles, California
Attention: Stamp Custodian

One copy to:

State Department of Social Welfare
Division of Commodity Distribution
2210 West Temple Street
Los Angeles, California
Attention: Los Angeles County Statistical Unit

Retain one copy in office files.

(2) Southern Area (Los Angeles county)

Stamp Issuing Offices in Los Angeles county shall prepare SMA 464 in duplicate. They shall file one copy and send the other to the Statistical Unit at 2210 West Temple Street, Los Angeles. The Statistical Unit will prepare a consolidated SMA 464 covering all Stamp Issuing Offices in Los Angeles county. The number of copies of the combined report to be prepared by the Statistical Unit and the routing of the copies will be the same as for other offices in the Southern Area.

(3) Northern Area

Original and 3 copies to:

United States Department of Agriculture
Surplus Marketing Administration
621 Market Street
San Francisco, California
Attention: Area Supervisor

One copy to:

State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, California
Attention: Stamp Custodian

One copy to:

State Department of Social Welfare
Division of Commodity Distribution
2210 West Temple Street
Los Angeles, California
Attention: Los Angeles County Statistical Unit.
Retain one copy in office files.

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION
STAMP PLAN

MONTHLY PARTICIPATION REPORT

AREA _____

MONTH _____

COTTON _____ FOOD _____

INCOME GROUP (1)	CERTIFIED DURING MONTH (2)		UNDUPLICATED PARTICIPANTS (3)		ORANGE OR GREEN VALUE (4)	BLUE OR BROWN VALUE (5)
	CASES (A)	PERSONS (B)	CASES (A)	PERSONS (B)		
TOTAL						

SMA STAMP PLAN REPRESENTATIVE

This report provides for an analysis of eligible and participating cases and persons by income group by family size. Separate reports are required for the Food Stamp Plan and the Cotton Stamp Plan. This report should be submitted for the months of March, June, September, and December only, and should show eligibles and transactions for those months only. (Until new report forms are received, use SMA 464 A, Rev. 12-31-40, making no entries in columns 2 and 3 of the old report; using column 4 of the old report in the place of column 2 in the new report; column 5 in the old report in the place of column 3 in the new report; column 6 in the old report in place of column 4 of the new report; and column 7 in the old report in the place of column 5 in the new report.)

a. Instructions for Completion of Form:

A separate report must be prepared for each Income Group category and each county served by the Stamp Issuing Office.

- (1) Income Group: Enter in the blank provided the income group category concerned. The following code letters may be used to indicate income groups:

<u>Income Groups</u>	<u>Code</u>
Under 16.00	A
16.00 to 25.99	B
26.00 to 35.99	C
36.00 to 45.99	D
46.00 to 55.99	E
56.00 to 65.99	F
66.00 to 75.99	G
76.00 to 85.99	H
86.00 to 95.99	I
96.00 to 105.99	J
106.00 to 115.99	K
116.00 to 130.00	L

- (2) Cotton or Food: Indicate program which the report involves by placing an "X" after the word "Cotton" or "Food".
- (3) Area: Enter location of the Stamp Issuing Office making the report. (street address and name of city followed by the name of the State).
- (4) Month: Enter the calendar month and year for which the report is submitted.
- (5) County: Enter in the space available under the caption "Month" the county for which the report is submitted.
- (6) Family Size: Enter individual family sizes from 1 to 7 persons as indicated, grouping all families of 8 or more persons for reporting purposes only as "8 and over."
- (7) Certified During Month:

- (a) Cases: Enter the actual count of all cases who were eligible to participate at any time

during the month, whether or not eligibility was cancelled prior to the end of the month.

- (b) Persons: Enter the number of persons contained in the "cases certified during month" column. This information can be obtained by an inventory of the Office Record Card file. Families of 12 and over should be counted as 12.

(8) Unduplicated Participants:

- (a) Cases: Enter the number of unduplicated cases participating. This information can be obtained from Statistical Report, SP 8, and should equal the number of unduplicated cases served during the month as would be shown by taking an inventory of such cases in the Office Record Card file if and when such inventory should be taken. In taking such an inventory each Office Record Card on which stamps were issued during the month would be counted once only regardless of the number of purchases made during the month by the eligible represented by that Office Record Card.
- (b) Persons: Enter the number of persons contained in the "Unduplicated Participants Cases" column. These figures may be obtained by multiplying the number of cases by the family sizes shown in Column 1, except for those families of 8 or more persons. To compute the number of persons in families of 8 and over refer to Statistical Report SP 8. On the work sheets used to prepare that report the actual number of persons in the family are recorded up to and including twelve. Families of 12 and over should be counted as 12.

- (9) Orange or Green Value: Enter the value of orange stamps issued to participants during the month on the Food Stamp Plan or green stamps issued on the Cotton Stamp Plan. This information can be obtained from Statistical Reports, SP 8, and should equal the sales for the month posted to the Office Record Cards should a tape be taken of such file on such sales. It should also agree with sales as shown on SMA-Inv-1, SMA 462, SMA 464, and SMA 464 B.
- (10) Blue or Brown Value: Enter the value of blue stamps issued to participants during the month on the Food Stamp Plan or brown stamps issued on the Cotton Stamp Plan. This information can be obtained from Statistical Report, SP 8, and should equal the issue for the month posted to the Office Record Cards should a tape be taken of such file on such issue. It should also agree with free stamps issued as shown on SMA-Inv-1, SMA 462, SMA 464 and SMA 464B.

- (11) Total: Total all columns except Column 1.
- (12) Signature: All copies of this report must be signed by the Senior Cashier in charge of Stamp Issuing Office.

b. Routing of form: Route as follows not later than the fourth of each month:

(1) Southern Area (Except Los Angeles county):

Original and 3 copies to:
United States Department of Agriculture
Surplus Marketing Administration
704 South Spring St.
Los Angeles, California
Attention: Area Supervisor

One copy to:
State Department of Social Welfare
Division of Commodity Distribution
2210 West Temple Street
Los Angeles, California
Attention: Stamp Custodian

Retain one copy in office files.

(2) Southern Area (Los Angeles County)

Stamp Issuing Offices in Los Angeles county shall prepare SMA 464 A in duplicate. They shall file one copy and send the other to the Statistical Unit at 2210 West Temple Street, Los Angeles. The Statistical Unit will prepare a consolidated SMA 464 A covering all Stamp Issuing Offices in Los Angeles county. The number of copies of the combined report to be prepared by the Statistical Unit and the routing of the copies will be the same as for other offices in the Southern Area

(3) Northern Area

Original and 3 copies to:
United States Department of Agriculture
Surplus Marketing Administration
821 Market Street
San Francisco, Calif.
Attention: Area Supervisor

One copy to:
State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, Calif.
Attention: Stamp Custodian

Retain one copy in office files.

SMA 464A (Revised 2-1-42)

Participation Report to be
Submitted for March, June,
September and December

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION
STAMP PLAN

Income Group _____

AREA _____

COTTON _____ FOOD _____

MONTH _____

Family Size (1)	Certified During Month (2)		Unduplicated Participants (3)		Orange or Green Value (4)	Blue or Brown Value (5)
	Cases (a)	Persons (b)	Cases (a)	Persons (b)		
1						
2						
3						
4						
5						
6						
7						
8						
and over						
TOTAL						

SMA STAMP PLAN REPRESENTATIVE _____

This report provides for a summary of eligible and participating caseload by category of assistance. Separate reports are required for the Food Stamp Plan and the Cotton Stamp Plan. This report is submitted for the months of March, June, September and December only and should show eligibles and transactions for those months only. (Until new forms are received, use SMA 464, Revised 12-31-40, making no entries in columns 2 and 3 of old report; using column 4 of old report in place of column 2 of new report; column 5 of old report in place of column 3 of new report; column 6 of old report instead of column 4 of new report; column 7 of old report instead of column 5 of new report.)

a. Instructions for completion of form:

A separate report must be prepared for each county served by the Stamp Issuing Office.

- (1) Cotton or Food: Indicate which program the report covers by placing an X after the word "Cotton" or "Food".
- (2) Area: Enter location of the Stamp Issuing Office making the report (street address and name of city followed by the name of the State.)
- (3) Month: Enter the calendar month and year for which the report is submitted.
- (4) County: Enter in the space available under the caption "Month" the county for which the report is submitted.
- (5) Type of Assistance: List each type or category of assistance on which eligibility of persons or households to participate in the Stamp Plan is based. Categories shall be listed in the following order and abbreviations noted may be used:

Group 1	Old Age Assistance (1)	OAA
	Aid to Dependent Children (2)	ADC
	Aid to Blind (3)	ATB

Subtotal Group 1

Group 2	Works Projects Administration	WPA
Group 3	General Assistance (4)	GA

-
- (1) Old Age Assistance is variously termed as Old Age Security, Aid to Needy Aged, Old Age Pension, etc.
 - (2) Aid to Dependent Children is variously termed as Aid to Needy Children, Child Aid, Mother's Pension, etc.
 - (3) Aid to Blind is variously termed as Aid to Needy Blind, Blind Pension, Blind Aid, etc.
 - (4) General Assistance is variously termed as General Relief, Direct Relief, Indigent Relief, Indigent Aid, etc.

Group 4	Farm Security Administration(1)	FSA
	National Youth Administration	NYA
	Civilian Conservation Corps	CCC

Subtotal Group 4

Group 5	Non-assistance (2)	NA
---------	--------------------	----

(6) Certified During Month:

- (a) Cases: Enter for each type of assistance listed under Column 1 the total number of cases who were eligible to participate at any time during the month, whether or not eligibility was canceled prior to the end of the month. This information can be obtained by an inventory of the Office Record Card file.
- (b) Persons: Enter for each type of assistance listed under Column 1 the total number of persons contained in cases certified during the month. Cases of 12 and over should be counted as 12.

(7) Unduplicated Participants:

- (a) Cases: Enter for each type of assistance listed under Column 1 the total number of cases to whom stamps were issued during the month. This information can be obtained from daily work sheets prepared.
- (b) Persons: Enter for each type of assistance listed under Column 1 the total number of persons contained in "Unduplicated Participants-Cases." Cases of 12 and over should be counted as 12.

(8) Orange or Green Value: Enter by category the value of orange or green stamps issued to participants during the month. This information can be obtained from daily work sheets prepared.

(9) Blue or Brown Value: Enter by category the value of blue or brown stamps issued to participants during the month. This information can be obtained from daily work sheets prepared.

(10) Total: Total all columns except column 1.

b. Routing of form:

- (1) Southern Area (Except Los Angeles county)
Original and 3 carbons to:
United States Department of Agriculture
Surplus Marketing Administration
704 South Spring Street
Los Angeles, California
Attention: Area Supervisor

-
- (1) Farm Security Administration is variously termed as Rural Resettlement, Rural Rehabilitation, etc.
 - (2) Non-Assistance is variously termed as Non-Relief, Non-Eligible, Private Agency, Commodity Only, Borderline, Awaiting Assignment to WPA, etc.

One copy to:
State Department of Social Welfare
Division of Commodity Distribution
2210 West Temple Street
Los Angeles, California
Attention: Stamp Custodian

Retain one copy in office files.

(2) Southern Area (Los Angeles county)

Stamp Issuing Offices in Los Angeles county shall prepare SMA 464 B in duplicate. They shall file one copy and send the other to the Statistical Unit at 2210 West Temple Street, Los Angeles. The Statistical Unit will prepare a consolidated SMA 464 B covering all Stamp Issuing Offices in Los Angeles county. The number of copies of the combined report to be prepared by the Statistical Unit and the routing of the copies will be the same as for other offices in the Southern Area.

(3) Northern Area

Original and 3 copies to:
United States Department of Agriculture
Surplus Marketing Administration
821 Market Street
San Francisco, Calif.
Attention: Area Supervisor

One copy to:
State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, Calif.
Attention: Stamp Custodian

Retain one copy in office files.

PARTICIPATION REPORT BY
CATEGORY TO BE SUBMITTED
FOR MARCH, JUNE, SEPTEMBER
AND DECEMBER

UNITED STATES DEPARTMENT OF AGRICULTURE
SURPLUS MARKETING ADMINISTRATION
STAMP PLAN

MONTH _____

COTTON FOOD

TYPE OF ASSISTANCE (1)	CERTIFIED DURING MONTH (2)		UNDULICATED PARTICIPANTS (3)		VALUE	
	CASES (A)	PERSONS (B)	CASES (A)	PERSONS (B)	ORANGE GREEN (4)	BLUE BROWN (5)
TOTAL						

SMA STAMP PLAN REPRESENTATIVE

20728 ILLUSTRATION OF SMA 464 B 20728

This report provides for the accumulating through the month of a record of the number of pieces and the weight in ounces of all matter mailed free of postage either in penalty envelopes or otherwise.

a. Instructions for Completion of Form.

The SMA 1041 shown in Section 2-730 has been numbered by column for reference in interpretation of the following procedures.

Postings shall be made on SMA 1041 each day mail is sent free of postage.

Column 1: Date: Enter month and day that franked mail is sent.

Column 2: Post Cards: Enter number of post cards, (or other mail to which the one-cent postage rate would apply if subject to postage) sent during the day.

Column 3: Weight: Enter the weight in ounces of mail shown in Column 2.

Column 4: Local: Enter number of pieces of local mail, letters and other matter, mailed during the day to which the local two cent letter rate would apply if subject to postage.

Column 5: Weight: Enter weight in ounces of mail shown in Column 4.

Column 6: Pieces other than local: Enter number of pieces of mail forwarded during the day other than local mail to which the three cent letter rate would apply if subject to postage.

Column 7: Weight: Enter weight in ounces of mail shown in Column 6.

Column 8: Pieces, Third Class: Enter number of pieces of mail forwarded during the day to which the third class rate would apply if subject to postage.

Column 9: Weight: Enter weight in ounces of mail shown in Column 8.

Column 10: Pieces, Fourth Class: Enter number of pieces of mail forwarded during the day to which the fourth class rates would apply if subject to postage.

Column 11: Weight: Enter weight in ounces of mail shown in Column 10.

Column 12: Registered: Enter number of pieces registered mail forwarded during the day and included in entries under Column 4 and 6.

Monthly Totals: After entries have been made covering mail sent on the last day of each calendar month, enter on the following line the total number of pieces and ounces of each type of mail sent during the month.

b. Routing of Form.

The cashier in charge shall prepare and route SMA 1041 as follows: not later than the fourth of each month:

- (1) Southern Area (Except Los Angeles county):
Original and 1 copy to:

United States Department of Agriculture
Surplus Marketing Administration
704 South Spring St.,
Los Angeles, California
Attention: Area Supervisor

Retain one copy in office files.

- (2) Southern Area (Los Angeles county)
Stamp Issuing Offices in Los Angeles county shall prepare SMA 1041 in duplicate. They shall file one copy and send the other to the Statistical Unit at 2210 West Temple Street, Los Angeles. The Statistical Unit will prepare a consolidated SMA 1041 covering all Stamp Issuing Offices in Los Angeles county. The number of copies of the combined report to be prepared by the Statistical Unit and the routing of the copies will be the same as for other offices in the Southern Area

- (3) Northern Area
Original and 1 copy to:
United States Department of Agriculture
Surplus Marketing Administration
821 Market Street
San Francisco, California
Attention: Area Supervisor

Retain one copy in office files.

SMA 1041

2-810 Mobile Stamp Issuing Units 2-810

In order to give better service to eligible participants whose residences are in communities considerably distant from Stamp Issuing offices and to reduce mail order sales, traveling stamp issuing units are being organized. Cashiers shall go to designated cities where Stamp Issuing offices are not established for periods of from one to three days to make over-the-counter sales to eligible participants residing in that area.

The procedure is as follows:

- a. Cashiers in charge of Stamp Issuing offices where Office Record Cards and certification documents are kept on participants who live in the area to be served by a mobile unit shall notify all eligible participants who live in the area to be served of the days, dates, and hours that stamps will be sold by the mobile unit and the location where the stamps will be sold. Notices must be mailed in franked (postage free) envelopes seven days or more prior to date of sale. No other material may be mailed with the notice in these envelopes.
- b. Office Record Cards for all eligible participants notified shall be removed from the Office Record Card file and given to the cashier in charge of the mobile unit. A receipt for the total number of cards given this cashier shall be prepared in duplicate and signed by both the cashier in charge of the Stamp Issuing Office and the cashier in charge of the mobile unit. Each shall retain a copy.
- c. The cashier in charge of the Stamp Issuing office shall furnish the cashier in charge of the mobile unit with a sufficient number of food and cotton stamp books. (The mobile unit should not carry an excessive supply of stamp books.) The procedure for issuing stamp books to cashiers in charge of mobile units shall be the same as used if stamps are issued to assistant cashiers in the Stamp Issuing office.
- d. After the cashier in charge of the mobile unit has receipted for the Office Record Cards and stamp books that unit shall proceed from the Stamp Issuing office to the point of sale.
- e. Mobile units shall not be assisted by W.P.A. clerical help normally used for qualifying and recording purposes. The purchaser will be requested to show an identification card; the cashier will compare the identification number and name with number and name recorded on the Office Record Card, and if found in order will proceed with sale.
- f. The cashier will enter in next available space on Office Record Cards under the caption "Records" sales information. This shall be entered in exactly the same manner that is prescribed for the recording of sales in the Stamp Issuing office.
- g. When the recording is completed, the Office Record Cards shall be placed in a "sold" file to keep them separate from those on which no sale is made.

- h. To avoid transporting cash from the point of sale back to the Stamp Issuing Office the cashier in charge of the mobile unit shall at the close of sales for the day deposit all cash received in a local bank, securing a cashier's check for the total amount of deposit made payable to the State Department of Social Welfare, Stamp Plan. This cashier's check shall be delivered by the cashier in charge of the mobile unit to the cashier in charge of the Stamp Issuing Office together with unsold stamp books.
- i. Selling hours must be arranged so that cash is deposited in local banks prior to 3:00 P.M. Sales by traveling units shall not continue later than 3:00 P.M. This will in most cases permit the mobile unit to return to the Stamp Issuing office and check in on the same day.
- j. Upon return to the Stamp Issuing office, the cashier in charge (in the presence of the cashier in charge of the mobile unit) shall count and determine the value of unsold stamp books returned. The value of the stamp books returned plus the amount of the cashier's check must equal the total value of stamp books issued to the mobile unit at the beginning of the trip.
- k. Returned Office Record Cards shall be counted to ascertain whether all Office Record Cards removed for the mobile unit are returned.
- l. Office Record Cards on which postings of sales were made shall be given to record clerks to post to Work Sheet, SP 8. The total value of stamp books issued on mobile "runs" as posted to Work Sheet, SP 8's, must agree with the cashier's check secured by the mobile unit at point of sale.
- m. The mobile unit's sales shall be included on SMA-INV-1 and all related accounting and statistical reports as a part of the Stamp Issuing office business for the day the unit checked in at the Stamp Issuing Office.

If a person appears with a check written by the State Department of Social Welfare or the Surplus Marketing Administration and advises that the payee is deceased, he should be told to proceed as follows in order to cash the check:

- a. If the estate is \$1000. or less, according to Section 630 of the Probate Code, he must obtain a notarized affidavit to the effect that he is handling the estate and also a copy of the death certificate, both of which are to be attached to the check. This person will then endorse the check in the deceased person's name, by himself, showing his relationship to the deceased person. That person should also attach a letter of instruction to the check advising the bank to allow the affidavit and death certificate to remain attached to the check when it cashes the check. Such checks shall not be cashed by the Stamp Issuing office.
- b. If the estate is in excess of \$1000., the person should be told to contact his bank on how to proceed to have the check cashed.

The United States postal laws and regulations provide that "franked" (free postage) envelopes may be used only for mailing matter relating exclusively to the business of the government of the United States from a government office. To comply with Federal postal laws, the Surplus Marketing Administration will issue a Collaborator's Appointment to one administrative employee in each Stamp Issuing Office. This makes possible the use of franked envelopes for the mailing of matter relating exclusively to the business of the government of the United States, directly from Stamp Issuing offices. Every precaution must be taken to insure that regulations pertaining to the use of franked envelopes are followed.

Franked envelopes may be used only to mail:

- a. To certified eligibles their Identification Card, FSC 463b.
- b. To certified eligibles pamphlets furnished by the Surplus Marketing Administration and the following forms:
 - (1). SMA-INV-1: Daily Stamp Inventory and Transaction Report.
 - (2). SMA-I-1: Application for Removal of Suspension-First Intermittency (Food).
 - (3). SMA-I-2: Ninety day Suspension of Eligibility Notice (Food)
 - (4). SMA-I-4: Application for Removal of Suspension-First Intermittency (Cotton)
 - (5). SMA-I-5: Ninety Day Suspension of Eligibility Notice (Cotton)
 - (6). SMA 462: Monthly Report of Stamp Books Issued.
 - (7). SMA 464: Monthly Participation Report.
 - (8). SMA 464 A: Monthly Report of Participation by Family Size.
 - (9). SMA 464 B: Monthly Report of Participation by Type of Assistance.
 - (10). SMA 1041: Official matter Mailed Free of Postage.
 - (11). SP 280: Authorization of Agent.
 - (12). SP 331: Notice of Certification
 - (13). SP 332: Mail Order Notice of Certification
 - (14). SP 545 A: Application for Purchase of Food Order Stamps by Mail.
 - (15). SP 545 B: Application for Purchase of Cotton Order Stamps by Mail.
 - (16). FSC 463 b: Identification Card.
 - (17). Circular letters and material originated by the Surplus Marketing Administration and sent over their signature.
 - (18). Mimeographed letters to eligibles signed by the collaborator advising dates of mobile unit sales in various localities.
- c. To certified eligibles food and/or cotton stamp books.
- d. To the Surplus Marketing Administration reports required by that agency.

Documents, letters or any material not listed above may not be enclosed and mailed in franked (postage free) envelopes

without written authority from the Supervisor of Commodity Stamp Distribution or from the Surplus Marketing Administration and approved by the Supervisor of Commodity Stamp Distribution.

Franked envelopes may not be used to mail:

- a. Personal correspondence.
- b. Any mail or reports (including SMA forms and reports) to any Stamp Issuing Office or other office of the State Department of Social Welfare.
- c. Any correspondence addressed to the Surplus Marketing Administration.
- d. Any pamphlet, material, or form issued by the State, county or other agency except the Surplus Marketing Administration regardless of whether it is mailed to the Surplus Marketing Administration, eligibles, or a State or county office.